



Republic of the Philippines  
**Department of Education**  
**Region XI**  
**SCHOOLS DIVISION OF PANABO CITY**

Office of the Schools Division Superintendent

May 27, 2025

**DIVISION MEMORANDUM**

No. 0125, s. 2025

**TIMELINES IN THE HIRING PROCESS FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE OPENING OF ONE (1) MASTER TEACHER II AND TWO (2) MASTER TEACHER I VACANT POSITIONS**

To: **BASILIO P. MANA-AY JR., CESO VI**  
 Assistant Schools Division Superintendent  
**JANWARIO E. YAMOTA**, CID Chief Education Supervisor  
**AILENE B. AÑONUEVO**, SGOD Chief Education Supervisor  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Admin. Officer V/Human Resource Management Officer II**  
**School Heads, Public Elementary Schools**  
**School Heads, Public Secondary and Senior High Schools**  
**All Concerned**

1. Please be informed of the timelines in the hiring process for submission of pertinent documents for the opening of one (1) Master Teacher II and two (2) Master Teacher I vacant positions.

Date	Activity
May 27, 2025 – June 10, 2025	Submission of pertinent documents (hardcopy) in the Division Office, Records Section.
To be announced	Initial evaluation by HRMO of the applicant's mandatory requirements.
To be announced	Final evaluation of documents by the HRMO and posting of IER
To be announced	Open Assessment, Interview, Written Examination, and Confirmation of Scores
	Consolidation of Ratings by the Secretariat
	Validation of Rating by the HRMPSB



Schools Division Office of Panabo City  
 City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
 Tel. Nos. (084)823 1469, (084) 628 4066  
 Email: panabocity.division@deped.gov.ph

	Submission of Ranking to the Office of the Schools Division Superintendent
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2. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to Dr. Jinky B. Firman, CESO VI, Schools Division Superintendent, through Basilio P. Mana-ay Jr., CESO VI, Assistant Schools Division Superintendent, HRMPSB Chairperson, and submit application documents on or before June 10, 2025.
  - a. Letter of intent;
  - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
  - c. Photocopy of valid and updated PRC License/ID, if applicable;
  - d. Photocopy of Certificate of Eligibility /Report of Rating, if applicable;
  - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, Certified Authenticated and Verified (CAV), including completion of graduate and post-graduate units/degrees, if available;
  - f. Photocopy of Certificate/s of Training, if applicable;
  - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is /are applicable;
  - h. Photocopy of latest appointment, if applicable;
  - i. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most two (2) performance ratings. The latest performance rating shall cover one (1) year complete performance rating period);
  - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (*you may download the file on this link <http://tinyurl.com/AnnexCChecklist>, must be notarized*);
  - k. Other documents as may be required for comparative assessment, such as but not limited to:
    - i. Means of Verification (MOVs) for leadership, potential, and accomplishments.
3. This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. This is in line with the principle laid down in D.O. No. 29, s. 2002, Merit Selection Plan of DepEd, to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the DepEd, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.



4. Attached is the details of vacant positions.

5. For information and widest dissemination.

For and in the absence of the SDS

  
**BASILIO P. MANA-AY, JR., CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge ✓

Encl.: as stated  
OSDS/nrm/cdr

RELEASER

MAY 28 2025

RECORDS SECTION SDO PANABO CITY  
BY 



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Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 DIVISION OF PANABO CITY  
**ANNOUNCEMENT OF VACANT ITEM POSITIONS**

For and in the absence of the SDS

**BASILIO P. MANA-AY, JR., CESO VI**

Assistant Schools Division Superintendent  
 Date: **May 27, 2025**

Position Title (Parensitic al title, if applicable)	Plantilla Item No.	SG	Monthly Salary	Qualification Standards				
				Education	Training	Experience	Eligibility	Place of Assignment (if applicable)
1 MASTER TEACHER II	OSEC-DECSB-MTCHR2-750599-1998	19	56,390	Bachelor of Elementary Education (BEEED); or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher II or 4 years as Teacher III	RA 1080 / PBET (Teacher)	DIVISION OF PANABO CITY Elementary
2 MASTER TEACHER I	OSEC-DECSB-MTCHR1-750035-2009	18	51,304	Bachelor of Elementary Education (BEEED); or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 / PBET (Teacher)	DIVISION OF PANABO CITY Elementary
3 MASTER TEACHER I	OSEC-DECSB-MTCHR1-750116-2019	18	51,304	Bachelor of Elementary Education (BEEED); or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 / PBET (Teacher)	DIVISION OF PANABO CITY Elementary

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. This is in line with the principle laid down in D.O. No. 28, s. 2002, Merit Selection Plan of DepEd, to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the Dept., regardless of gender, civil status, disability, religion, ethnicity or political affiliation.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter addressed to **Jinky B. Firman, PhD, CESO VI, Schools Division Superintendent, through Basilio P. Mana-ay Jr., CESO VI, Assistant Schools Division Superintendent, HRMPSB Chairperson, and submit application documents on or before June 10, 2025.**

1. Letter of intent
2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
3. Photo copy of valid and updated PRC License/ID, if applicable;
4. Photo copy of Certificate of Eligibility /Report or Rating, if applicable;
5. Photo copy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, Certified Authenticated and Verified (CAV), including completion of graduate and post-graduate units/degrees, if available;
6. Photo copy of Certificates of Training, if applicable;
7. Photo copy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is fare applicable;
8. Photo copy of latest appointment, if applicable;
9. Photo copy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most two (2) performance ratings. The latest performance rating shall cover one (1) year complete performance rating period);
10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (you may download the file on this link, <http://tinyurl.com/AnnexCCChecklist>), must be notarized;
11. Other documents as may be required for comparative assessment, such as but not limited to:
  - i. Means of Verification (MOVs) for leadership, potential, and accomplishments.

QUALIFIED APPLICANTS are advised to submit their documents and addressed to:

**JINKY B. FIRMAN, PhD, CESO VI**

Schools Division Superintendent

Government Center, City Hall St., Bay, JP Laurel, Panabo City

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**