



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

Office of the Schools Division Superintendent

January 6, 2026

**DIVISION MEMORANDUM**

No. 0006, s. 2026

**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.

<b>Date</b>	<b>Activity</b>
January 6-16, 2026	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, COI, NCOI, 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 January 16, 2026.
  - a. Letter of intent;
  - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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 latest performance rating covering one (1) year complete performance rating period acquired in the current or latest position prior to the date of submission);
  - 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:
    - Portfolio for the assessment of identified PPST non-classroom observable indicators.
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.



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4. Attached are the details of vacant positions.

5. For information and widest dissemination.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Schools Division Superintendent ✓

*Encl.: as stated*  
OSDS/bpmj/ncrm

**RELEASED**

**JAN 07 2026**  
RECORDS SECTION SDS PANABO CITY  
BY 



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

**JINKY B. FIRMAN, PhD, CESO VI**  
**Schools Division Superintendent**  
**Date: January 6, 2026**

No (Parenthet- ical Title, if	Position Title and Plantilla Item No.	SG	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1 MASTER TEACHER II 750022-2008	OSEC-DEGSB-MTCHR2- 750022-2008	19	56,390	Master's degree in Education, or Educational Leadership, or Educational Management; or relevant subject; or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher - Elementary / Secondary)	DIVISION OF PANABO CITY Elementary
2 MASTER TEACHER I 751458-1998	OSEC-DEGSB-MTCHR1- 751458-1998	18	51,304	Master's degree in Education, or Educational Leadership, or Educational Management; or relevant subject; or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher - Elementary/Secondary)	DIVISION OF PANABO CITY Elementary
3 MASTER TEACHER 750022-2012	OSEC-DEGSB-MTCHR1- 750022-2012	18	51,304	Master's degree in Education, or Educational Leadership, or Educational Management; or relevant subject; or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher - Elementary/Secondary)	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. 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.

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 **January 16, 2026**.

**1. Letter of intent**

- i. Statement of purpose/expression of interest; and
2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet, if applicable;
3. Photocopy of valid and updated PRC LicenseID, if applicable;
4. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
5. 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;
6. Photocopy of Relevant Specialized Training or Professional Development Programs, if any;
7. Photocopy of Certificate/s of Relevant Specialized Training or Professional Development Programs, if any;
8. Photocopy of Contract of Service, or duly signed Service Record, whichever is more applicable;
9. Photocopy of latest appointment, if applicable;
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/AnnexCChecklist>), **must be notarized**;
11. Other documents as may be required for comparative assessment, such as but not limited to:
  - i. Portfolio for the assessment of identified PPST non-classroom observable indicators.

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., Br. J.P. Laurel, Panabo City**

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