



Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

DEPARTMENT OF EDUCATION  
 SCHOOLS DIVISION OF ANGELES CITY  
**RELEASED**  
 BY: FEB 03 2025

03 Feb 2025

**DIVISION MEMORANDUM**  
 No. 042, s. 2025

**DIVISION OPEN RANKING FOR RECLASSIFICATION TO MASTER TEACHER II POSITION IN THE ELEMENTARY LEVEL UNDER EAST AND WEST DISTRICT**

To : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

- This Office hereby announces the Division Open Ranking to Master Teacher II position in the elementary level under East District and West District.
- Pursuant to DBM Manual on Position Classification, the computation as per the quota system, is as follows:

DISTRICT	EXISTING NO. OF MT2	3.4 % OF MT2	FOR RECLASS	NO. OF RECLASSIFIED	STILL ALLOWABLE
SOUTH	9	9	0	0	0
NORTH	4	10	6	6	0
EAST	11	16	5	2	3
WEST	8	19	11	4	7

- The basic qualifications for Reclassification to Master Teacher II position is stated below:

Education : BEED or Bachelor's Degree plus 18 professional units in Education and 24 Units for a Master's Degree in Education or its equivalent  
 Experience : One (1) year as MT 1 or four (4) years as Teacher III  
 Eligibility : RA 1080 (Teacher)  
 Add'l Requirement: At least 30 points in leadership and potential or has been a demonstration teacher on district level plus 20 points in leadership and potential.

- Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking.



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5. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on **MEC Order No. 10 s. 1979, "Ranking of Master Teachers"**.
6. All interested and qualified applicants may submit the photocopied documentary requirements fastened in a **green folder and properly labelled**, as provided in DepEd Order No. 7 s. 2023, Annex C (Checklist of Requirements), at the Records Unit until **February 7, 2025, 5:00pm**. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.
7. **Applicants who are included in the Rank List for Master Teacher II last September 9, 2024 are allowed to submit their Letter of Intent and additional documents for updating of their scores within the indicated timeline.**
8. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
9. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
10. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
11. Immediate dissemination of this Memorandum is desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: MEC 10 s. 1979

To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT      RECRUITMENT      SELECTION      APPOINTMENT

CLM/AO4/Feb 3, 2025



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## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
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, 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 Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
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			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOV) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (a) electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.