



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

July 11, 2023

Division Memorandum  
No. 0338, s. 2023

**RANKING OF MASTER TEACHER 1 & 2 APPLICANTS FOR SCHOOL  
YEAR 2023-2024 FROM BOTH ELEMENTARY AND JUNIOR HIGH SCHOOL**

TO : Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/Acting PSDS  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. This Office announces the ranking of qualified applicants for Master Teacher 1 and 2 positions. That the recruitment is **open to all** interested and qualified applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation for the vacant positions in the Division of Bohol.
2. Guidelines for the ranking is based on MEC Order No. 10, s. 1979, MEC Order No. 29, s. 1979, DECS Order No. 70, s. 1988 and DECS Order No. 57, s. 1997.
3. Interested qualified applicants may submit their application letter and other pertinent documents to their respective district for elementary and school offices through the District/School Selection sub-committee on or before July 21, 2023.
4. Enclosed to this Memorandum are the following:
  - a. CSC Minimum Qualification Standard
  - b. Division Assessment/Review Committee
5. Old applicants have the option to submit letter of intent if they wish to retain their previous points or they may submit additional documents for ranking.
6. The initial assessment of documents will be done by district/school ranking committee from July 24 to 28, 2023 and the initial results be submitted to the office of the HRMPSB Chair, **Dr. Faustino N. Toradio**.

7. The final assessment of documents shall be done in the Division Office not later than August 4, 2023.
8. Applicants for the various positions shall accomplish the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form (Annex C).
9. For immediate, widest dissemination and guidance of all concerned.

  
**EVANGEL M. LUMINARIAS PhD, CESO-V**  
Schools Division Superintendent 



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Enclosure No. 1

MINIMUM QUALIFICATION STANDARD

Position	Salary Grade	Education	Experience	Training	Eligibility
Master Teacher I	18	Bachelor's degree for teacher or Bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience as Teacher III	None Required	RA 1080 (Teacher)
Master Teacher 2	19	Bachelor's Degree for teachers or Bachelor's degree with 18 professional units in Education; 24 units for Master's Degree in Education or its equivalent.	1 year as Master Teacher I	4 hours of relevant training	RA 1080 (Teacher)



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Enclosure No. 2

**Division Assessment/Review of Credentials Committee**

<p><b>ELEMENTARY:</b></p> <ol style="list-style-type: none"><li>1. Dr. Wilfreda O Flor</li><li>2. Dr. Jupiter I. Maboloc</li><li>3. Dr. Evelyn H. Codilla</li></ol>	<p><b>SECONDARY: (MAPEH/TLE/ENGLISH)</b></p> <ol style="list-style-type: none"><li>1. Dr. Grace P. Mendez</li><li>2. Mr. Pablito D. Villalon</li><li>3. Dr. Josephine D. Eronico</li></ol>
<p><b>SECONDARY : (MATH/SCIENCE)FILIPINO/ESP/AP)</b></p> <ol style="list-style-type: none"><li>1. Dr. Felix C. Galacio</li><li>2. Dr. Generosa T. Castillo</li><li>3. Mr. Lope S. Hubac</li></ol>	



**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied for: \_\_\_\_\_  
 Course: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Person w/ Disability: Yes ( ) No ( ) Specify (if Yes): \_\_\_\_\_  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirements	Status of Submission (To be filled-out by the applicant)	Verification (To be filled-out by the HRMPSB)	
		Status of Submission	Remarks
a Letter of Intent specifying the position applied for and addressed to the Head of Office:  Evangel M. Luminarias, PhD, CESO V Schools Division Superintendent DepEd, Division of Bohol			
b Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c Valid and updated PRC License/ ID, if applicable			
d Certificate of Eligibility/ Report of Rating, if applicable			
e 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 applicable			
f Certificate/s of Training, if applicable			
g Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable			
h Latest appointment, if applicable			
i Performance Ratings in the last rating period (s) covering one (1) year performance prior to the assessment, 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 (MOVs) 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 is 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 the Oath