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Republic of the Philippines

Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

20 May 2025

DIVISION MEMORANDUM DM No. 443, s. 2025

ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION OF APPLICANTS FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL HIGHER TEACHING POSITIONS

To:

Assistant Schools Division Superintendents

Chiefs - CID/SGOD HRMPSB Members

Public Schools District Supervisors

Public Elementary and Secondary School Heads

All Others Concerned

- 1. In reference to DepEd Order 20, s. 2024 titled "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions", the Schools Division Office of Quezon Province through the Human Resource Merit and Personnel Selection Board announces the schedules for the different activities relative to the recruitment and selection of applicants for Kindergarten, Elementary, Junior High School and Senior High School Higher Teaching Positions (see attached enclosure for the list of vacancies).
- 2. All interested and qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
- 3. As specified in DepEd Order No. 20, 2024, applicants to **TEACHER II, TEACHER III, MASTER TEACHER I, and MASTER TEACHER II** positions in Kindergarten, Elementary, Junior High School and Senior High School shall be rated as follows:

Education	Training	Experience	Performance	PPST COI (Classroom Observation)	PPST NCOIs (Portfolio Annotations and BEI	TOTAL
10	10	10	30	25	15	100

DEPEDQUEZON-TM-SDS-04-009-003









Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321







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- 4. The pertinent documents shall include the following Mandatory Documentary Requirements to the Principal/School Head of the school where the applicants prefer to apply arranged as follows:
 - a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of purpose/expression of interest; and
 - ii. Learning area/subject group they intend to teach, if applicable;
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Photocopy of Voter's ID and/or any proof of residency;
 - d. Photocopy of valid and updated PRC License/ID;
 - e. Photocopy of Certificate of Board Rating;
 - f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available:
 - g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
 - h. Photocopy of latest appointment (for those applying for promotion);
 - i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
 - j. Photocopy of of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
 - k. Photocopy of the required Performance Rating with at least Very Satisfactory rating (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
 - 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and
 - m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

Online submission of electronic copies of the above enumerated application documents may be allowed provided that the requisites of Section 7(a) of RA No. 8792 or the "Electronic



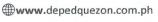
















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Commerce Act of 2000," whenever applicable, are complied with. Online submission is subject to submission of hard copies upon request for purposes of verification.

- 5. All application documents shall be submitted on or before May 30, 2025 (Friday). Applicants who fail to submit the Mandatory Requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.
- 6. The Qualification Standards for the following positions are as follows:

I. TEACHER II - TEACHER III

A. For Elementary and Junior High School

POSITION	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
TEACHER II	12	32245	For Elementary: Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education For Junior High School: Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	RA 1080 /LET/ PBET



















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TEACHER III	13	34421	For Elementary: Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education For Junior High School: Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major	NONE REQUIRED	2 YEARS RELEVANT EXPERIENCE	
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B. For Senior High School

TEACHER II

TRACK	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ACADEMIC TRACK AND CORE SUBJECTS	12	32245	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in the relevant strand/subject	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/PBET Provisional: None Required

















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TECHNICAL VOCATIONAL AND LIVELIHOOD	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	At least NC II + TMC I (Appropriate to the specialization)	6 months of relevant teaching or 6 months of industry work experience	
SPORTS	Bachelor's degree majoring in fields under the track; or any Bachelor's degree plus 15 units of specialization in fields under the track	4 hours of training relevant to the courses in the Strand	1 Year of relevant teaching/ industry work experience	
ARTS & DESIGN	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject	4 hours of training relevant to the courses in the Track	1 year relevant teaching/ industry work experience	

TEACHER III

TRACK	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ACADEMIC TRACK AND CORE SUBJECTS	13	34421	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in the relevant strand/subject	4 hours of training relevant to the subject area specialization	1 Year of relevant teaching/ industry work experience	RA 1080 /LET/PBET Provisional: None Required



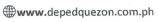
















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TECHNICAL VOCATIONAL AND LIVELIHOOD	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	At least NC II + TMC I (Appropriate to the specialization)	1 Year of relevant teaching/ industry work experience	
SPORTS	Bachelor's degree majoring in fields under the track; or any Bachelor's degree plus 18 units of specialization in fields under the track	4 hours of training relevant to the courses in the Strand	2 Years of relevant teaching/ industry work experience	
ARTS & DESIGN	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the relevant subject	4 hours of training relevant to the courses in the Track	2 years relevant teaching/ industry work experience	

III. MASTER TEACHER I – II A. For Elementary

Position	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility
MASTER TEACHER II	19	56390	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals 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 1 OR 4 YEARS AS TEACHER III	RA 1080 /LET/ PBET



















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MASTER TEACHER I

B. For Junior High School

Position	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility
MASTER TEACHER II	19	56390	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	4 Hours of Relevant Training	1 YEAR AS MASTER TEACHER 1 OR 4 YEARS AS TEACHER III	RA 1080
MASTER TEACHER I	18	51304	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	NONE REQUIRED	3 YEARS RELEVANT EXPERIENCE	/LET/ PBET



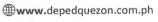
















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C. For Senior High School

Academic

Position	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility
MASTER TEACHER II	19	56390	Master's degree in relevant strand/ subject	12 hours of training relevant to the subject area specialization	5 years of relevant teaching/ industry work experience	RA 1080 /LET/PBET Provisional:
MASTER TEACHER I	18	51304	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/ industry work experience	None Required

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Position	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility
MASTER TEACHER II	19	56390	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I (Appropriate to the specialization)	1 Year of teaching experience and 1 year of relevant industry work experience	RA 1080 /LET/PBET
MASTER TEACHER I	18	51304	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I (Appropriate to the specialization)	1 Year of teaching experience and 6 months of relevant industry work experience	Provisional: None Required

7. The Performance Requirements for the following positions are as follows:

A. For Internal Applicants

Position Applied For	Classroom Observable Indicators	Non-Classroom Observable Indicators
Teacher II	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
Teacher III	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory



















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Master Teacher I	21 Proficient COIs at Outstanding	At least 6 Proficient NCOIs at Very Satisfactory; and 6 Proficient NCOIs at Outstanding
Master Teacher II	At least 10 Highly Proficient COls at Outstanding	At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIs at Outstanding

B. For External Applicants and Other Non-Teacher Applicants

Position	Performance Requirement		
Teacher II	At least VS in the latest rating period covering one (1) year complete performance cycle		
Teacher III	At least VS in the last two (2) immediately preceding rating periods, each covering one (1) year complete performance cycle		
Master Teacher I and II	At least VS in the last three (3) immediately preceding rating periods, each covering one (1) year complete performance cycle		

- 8. The applicant assumes full accountability and responsibility for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant and office of the city mayor or notarized public. Any false and fraudulent document submitted shall be grounds for disqualification.
- Applicants are advised to register in the Division Registry of Applicants upon submission of their application folder through this link:
 - For TEACHER II:

https://tinyurl.com/APP-REG-T2-2025

For TEACHER III:

https://tinyurl.com/APP-REG-T3-2025

For MASTER TEACHER POSITION:

https://tinyurl.com/APP-REG-MTS-2025



















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10. Below is the schedule of activities relative to the recruitment and selection process:

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	May 20, 2025	1
Last day of receiving application documents in the district	By District	May 30, 2025	1
Initial Assessment/Screening of applications or pertinent documents	HRMPSB sub- committee members, By District	June 2, 2025	1
Submission and Posting of Initial Evaluation Results (IER) to the HRMPSB	AO IV	June 3, 2025	1
Comparative Assessment of Applicants (Evaluation of Documents, Demonstration Teaching, Portfolio Annotations and Behavioral Event Interview)	HRMPSB Members and sub-committee members	June 4-5, 2025	2
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB Members	June 10, 2025	1
Submission of CAR to the Appointing Authority	HRMPSB Members	June 11, 2025	1
Posting of Comparative Assessment Result	HRMPSB Members	June 13, 2025	1

Note: The Scheduled Timeline of Activities is subject to change based on the number of application forms received.



















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- 10. Applicants are required to bring the original copies of their pertinent documents during evaluation.
- 11. Applicants who are still working in the private school shall adjust their schedule of evaluation to ensure that their current work will not be affected by the scheduled ranking.
- 12. The HRMPSB members, Division Committee and Sub-Committee members shall conduct the assessment of applicants in terms of Education, Experience, Training and Eligibility including interview and demonstration teaching. Likewise, they shall ensure the correctness of entries in both hard and soft copies of the CAR-RQA.
- 13. The Division Sub-Committee shall monitor the activities in each cluster to be assisted by the members of the Sub-Committees in the Cluster Level. They must request the assistance of other school heads, department heads (secondary) in their cluster during the conduct of the demonstration teaching and interview of teacher-applicants.
- 14. The Supervisor or Specialist per cluster shall facilitate the submission of the electronic copy of the CAR-RQA (by district) to this email: sdo.quezon.personnel@deped.gov.ph following the given schedule and using this file name format until **June 6, 2025 CongDisDistrictPositionElem/JHS/SHS/IPED**

Ex.

1stLucbanT2Elem 4thPerezMT1JHS 1stSampalocT3Elem 2ndDoloresSNET2JHS

- 15. The CAR-RQA for Teacher II and Teacher III positions will be by congressional district but can be utilized in the whole division while the CAR-RQA for Master Teacher I, Master Teacher II, Special Needs Education I, and Special Needs Education II will be by school/district.
- 16. The following guidelines are hereby given emphasis:
 - a. The cut-off scores for inclusion in the Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA) for **HIGHER TEACHING POSITIONS** are **50 POINTS**; (in reference to DepEd Order No. 20, s. 2024, page 27)
 - b. There shall be separate CAR-RQA for SNET, Kindergarten, Elementary, Junior High School per learning area and Senior High School per track/specialization.
- 17. All teaching and non-teaching personnel are encouraged to disseminate this information through posting it on the school website, Facebook Page, Facebook Groups, etc.

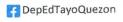


















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- 18. Activities related to the entire process should strictly follow the existing health and safety protocols.
- 19. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized division official.
- 20. Travel and incidental expenses of all concerned during the evaluation and ranking of teacher applicants shall be charged against MOOE/local funds subject to usual accounting and auditing rules and regulations.

21. Immediate and widest dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent

Persmjv05/20/2025



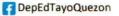


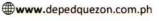
















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Enclosure No. 1 to Division Memorandum No. 443 s. 2025

LIST OF VACANCIES

I. TEACHER II - III POSITIONS

Elementary

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
			1	Pitogo District
			1	Sariaya West District
			1	Patnanungan District
			1	Burdeos District
			1	General Luna District
// 1 TIT	10	34421	1	Polillo District
Teacher III	13	34421	1	Sariaya West District
			1	Tagkawayan I District
			1	Gumaca West District
			1	Quezon District
			1	Padre Burgos District
			2	Calauag East District
			2	Lucban District
			2	Lopez West District
			1	Mauban North District
			1	Plaridel District
			1	Quezon District
			2	Tagkawayan I District
			1	Lopez East District
			2	Panukulan District
	10	00045	1	Tiaong II District
Teacher II	12	32245	1	Mulanay II District
			2	Pitogo District
			1	Mulanay I District
	2 - 2 - 2 - 2		1	Macalelon District
			1	Padre Burgos District
			1	Mauban South District
			1	Guinayangan South District
			1	San Andres District



















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- 7	othing follows -	
	1	Gumaca East District
	1	Calauag East District
	1	General Nakar I District
	1	San Narciso I District

Junior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
			1	Silangang Malicboy NHS Pagbilao District
			1	Gumaca NHS, Gumaca West District
			1	Lopez NCHS, Lopez West District
			3	Canda NHS, Sariaya Eas District
Teacher III	13	34421	1	Bagupaye INHS, Mulana District
			1	Gregorio Reyes NHS, Sar Narciso District
			2	Dr. Maria D. Pastrana NHS, Mauban South District
			1	Lutucan INHS, Sariaya West District
			1	Magallanes NHS, Lopez East District
			1	Lina Gayeta Lasquety NHS, Padre Burgos Distri
Teacher II			1	Infanta NHS, Infanta District
	12	32245	1	Guinayangan NHS, Guinayangan North District
			2	Malinao Ilaya INHS, Atimonan District



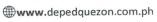
















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		 	T
		1	Quezon NHS, Sariaya East District
			Alabat Island NHS, Alabat
		2	District
		1	Castañas NHS, Sariaya
			East District
		1	Catanauan NHS,
		_	Catanauan District
		1	Lutucan INHS, Sariaya
		1	West District
		4	Buenavista NHS,
		1	Buenavista District
			Calantas NHS, Macalelon
		1	District
			San Roque NHS,
		1	Catanauan I District
			Dolores Macasaet NHS,
		1	Candelaria District
			Cogorin Ibaba NHS, Lopez
		1	District
= -7_			Olongtao NHS, Macalelon
7,44		1	District
		1	San Isidro NHS, General
			Luna District
		1	Balesin IS, Polillo District
		1	Binulasan IS, Infanta
		1	District
		1	Gov. Anacleto C. Alcala
		1	NHS, Sariaya District
	137 13	-	Sta. Catalina NHS,
		1	Candelaria District
			Magallanes NHS, Lopez
		1	District
			Gumaca NHS, Gumaca
		1	District
			Lusacan NHS, Tiaong
		1	District
			Didutet





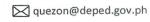














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		4	Bignay NHS, Sariaya
		1	District
		1	Leonarda D. Vera Cruz
		1	NHS, Unisan District
		1	Ungos INHS, Real District
		1	Dr. Panfilo Castro NHS,
		1	Candelaria District
		1	Langgas NHS, Infanta
		1	District
		1	Danlagan NHS, Padre
		1	Burgos District
		1	Elias A. Salvador NHS,
		1	Agdangan District
		1	Villa Perez NHS, Gumaca
		1	District
		1	Bamban NHS, Tagkawayan
		1	District
	- nothing follow	s -	

Senior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment
			1	Cogorin Ibaba NHS, Lopez
	13 34421		1	West District
/D 1 III		24401	1	San Antonio NHS, San
Teacher III		34421	1	Antonio District
			1	Elias A. Salvador NHS,
			1	Agdangan District
Teacher II	12	32245	62	Division of Quezon
		- nothing	follows -	



















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II. MASTER TEACHER I – II

Elementary

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment			
			1	Lopez East District			
Master Teacher II		56390	1	Mauban South District			
			1	Calauag East District			
			1	Catanauan II District			
	19		1	Real District			
	18	18				1	San Andres District
Master Teacher I		51304	2	Candelaria West District			
			1	Tiaong II District			
			1	Infanta District			
			2	Calauag West District			
		- nothing f	follows -				

Junior High School

Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment	Major
19	56390	1	Dr. Maria D. Pastrana NHS, Mauban South District	MATH
I 18 51304		1	Ungos INHS, Real District	MATH
	51204	1	Talipan NHS, Pagbilao District	TLE
	1	Hondagua NHS, Lopez West District	FILIPINO	
			San Isidro NHS, Catanauan District	MATH
	Grade	Salary Grade Salary (NBC 597) 19 56390	Salary Grade Salary (NBC 597) No. of Position/s 19 56390 1 1 1 18 51304	Salary (NBC 597) Salary (NBC 597) Position/s Dr. Maria D. Pastrana NHS, Mauban South District Ungos INHS, Real District Talipan NHS, Pagbilao District Hondagua NHS, Lopez West District San Isidro NHS,

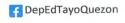


















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Senior High School

Position	Salary Grade	Monthly Salary (NBC 597)	No. of Position/s	Place of Assignment	Major
Master Teacher II	19	56390	1	San Isidro NHS, Catanauan District	ENGLISH
			1	Quezon NHS, Sariaya East District	MATH
			1	Talipan NHS, Pagbilao District	FILIPINO
			1	Talipan NHS, Pagbilao District	ENGLISH
			1	Burdeos NHS, Burdeos District	SCIENCE
			1	San Andres NHS, San Andres District	SCIENCE/MATH
			1	Dolores Macasaet NHS, Candelaria East District	ENGLISH
			1	Calauag NHS, Calauag West District	TVL-HE
Master Teacher I	18	51304	1	Sto. Niño Ilaya NHS, Lopez East District	TVL-AGRI- FISHERIES
			1	Matandang Sabang NHS, Catanauan District	МАТН
			1	Hondagua NHS, Lopez East District	ENGLISH

















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	1	Dr. Maria D. Pastrana NHS, Mauban South District	SCIENCE
	1	Dr. Maria D. Pastrana NHS, Mauban South District	TVL-HE
	1	Dagatan NHS, Dolores District	SCIENCE
	- nothing f	ollows -	















