



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

28 July 2025

DIVISION MEMORANDUM  
No. 351, s. 2025

**ASSESSMENT OF MASTER TEACHER I UNDER  
DIVISION MEMORANDUM NO. 139, S.2025**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/District-In-Charge  
Administrative Officer V  
Elementary and Secondary School Heads  
All Others Concerned

1. Relative to Division Memorandum No. 139, s. 2025 titled "*Corrigendum to Division Memorandum No. 39, s. 2025 Re: Call for the Submission of Application for the Assessment of Various Positions*", this office would like to announce the herein Initial Evaluation Result (IER) of all documents submitted by applicants for the following positions to wit:

Position	District
Master Teacher I	Bagabag I Bayombong I Bambang II

2. All Qualified Applicants with the specific **application code** as provided on the attached list (Annex A) will be assessed based on **DepEd Order No. 020, s. 2024 Re: Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions**. Anent this, they are advised to submit the following documents as stated below on or before August 4, 2025, at 5:00PM at the Human Resource Management Office duly received by the Records Section for the evaluation of documents. **LATE SUBMISSION OF DOCUMENTS WILL NO LONGER BE ACCEPTED FOR ASSESSMENT.**

CRITERIA	DOCUMENT TO SUBMIT
<b>a. EDUCATION</b> Units and/ or degree that exceed the minimum qualification requirements as defined in the CSC approved QS which shall be relevant to the position to be filled shall be given corresponding points	Transcript of Records / certification of grades for Bachelor's degree and Masteral/Doctoral Degree

<b>b. Learning and Development (L &amp; D) or Training</b> Training hours that exceed the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years. Only L&D or training in curriculum, pedagogy, and/or in relevant subject, learning area specialization, or strand, such as but not limited to relevant NEAP-recognized professional development program and courses, shall be given corresponding points.	Certificate of Trainings (Xerox Copy)
<b>c. EXPERIENCE</b> Experience in teaching that exceeds the minimum number of months/ years as defined in the CSC-approved QS shall be given corresponding points, for SHS, relevant industry and/or work experience may be considered.	Certificate of Employment/ Service Record
<b>d. PERFORMANCE</b> Performance in the latest rating period covering one (1) year complete performance cycle in the current position with at least VS rating;	The Results-Based Performance Management System (RPMS) Individual Performance Commitment and Review Form (IPCRF) rating of at least Very Satisfactory in the latest rating period covering one (1) year complete performance cycle.
<b>e. NON- CLASSROOM OBSERVABLE INDICATORS (COI)</b>	MOVs from RPMS portfolio including Portfolio Annotations Form (Annex N) – <b><i>NCOI Annotations Form for Master Teacher I Applicant</i></b>
<b>f. CLASSROOM OBSERVABLE INDICATORS (COI)</b>	Submission of Class Schedule (SF7)

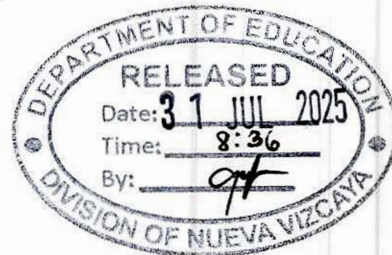
3. To facilitate the assessment, the following employees who attended the Regional Training of Trainers on the implementation of EO 174: Expanded Career Progression for Teacher last December 9-12, 2024, shall assist the Human Resource Management Personnel Selection Board (HRMPSB) in the evaluation of the different criteria:

Name	Position
BERMELITA E. GUILLERMO	Education Program Supervisor
RONNIE B. BIBAS	Education Program Supervisor
FLORENCE F. ESPARRAGO	Head Teacher V

SINGASING G. VALDEZ	Public Schools District Supervisor
MENALYN B. SALVADOR	School Principal I
REYNOLD B. MARIANO	Hed Teacher III
MICHAEL C. MANZANO	Master Teacher II

4. A separate memorandum will be released for the schedule of assessment.
5. For information, guidance and compliance.

**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent





**MASTER TEACHER I (ELEMENTARY)**

**EDUCATION** BEED or Bachelor's degree with 18 professional units in Education plus 18 units for a Master's degree in Education or tis equivalent  
**TRAINING** None required  
**EXPERIENCE** Three years relevant experience  
**ELIGIBILITY** RA 1080 (Teacher)


**PERFORMANCE ELIGIBILITY: 21 Proficient COIs at Outstanding, 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding**

APPLICATION CODE	EDUCATION	TRAININGS	EXPERIENCE	ELIGIBILITY	PERFORMANCE ELIGIBILITY	REMARKS
MT1-01-2025-04	Bachelor in Elementary Education; MED- ED AD FINISHED ACADEMIC REQUIREMENTS	3 day Online Internatoinal Training-24hrs	TEACHER III - JANUARY 2019 - PRESENT	LET	COI - 26 (0), 1 (VS) NCOI - 16 (0), 3 (VS)	QUALIFIED
MT1E-01-2025-01	Doctor of Education-Finished Academic Requirements	Regional Training on SNED-40hrs..., Division Training on SNED-24hrs.. Division Training on Beginning Reading-24hrs Division Training on Literacy and Numeracy -24hrs	Teacher I-December 7,2011 to July 27,2014; Teacher III -July 28,2014 to Present	LET	COI - 26 (0), 1 (VS) NCOI - 10 (0), 9 (VS)	QUALIFIED
MTE1-01-2025-14	Bachelor of Elementary Education/MAED-LRN (Acad. Requirements)	Redesigning Teachers' Thinking Skills and Competence: Crossing Boundaries and Beyond (Mid-Sem Break INSET) - 24 hours, Upskilling Special Needs Education Implementers (Batch 1 - Content and Pedagogy) - 24 hours, 3-Day International Training/Seminar/Workshop on Instructional/Educational Leadership and Management - 24 hours	Teacher I - June 19, 1995 to July 15, 2005, Teacher III - July 16, 2005 to December 16, 2018, Teacher III/TIC - December 17, 2018 to Present	PBET	COI - 27 (0) NCOI - 19 (0)	QUALIFIED
MT1E-01-2025-24	Bachelor in Elementary Education and Master in Education major in Education Administration-39 units	International Curriculum Leadership in the 21st Century School Environment - 24 hours, Developing Inquiry-Based Research Lesson Through Lesson Study - 40 hours, Virtual In-Service Training (VINSET 2.0) - 40 hours Innovative Strategies on Teaching Beginning Reading - 24 hours	Teacher III - October 10, 2016 to Present, Teacher I - September 19, 2013 to October 9, 2016	LET	COI - 27 (0) NCOI - 12 (0), 7 (VS)	QUALIFIED
MT1E-01-2025-21	Bachelor of Elementary Education; Master of Arts in Education-39 units	MidSem Break INSET-24hrs; School BasedTraining of Teachers SBTT on the MATATAG Curriculum	Teacher III- Oct. 10, 2021 to Present	LET	COI - 21 (0), 6 (VS) NCOI - 17 (0), 2 (VS)	QUALIFIED
MT1E-01-2025-25	Bachelor of Secondary Education; Master of Arts in Education	International Training Mentoring the Mentees- 24hrs	Teacher I- Dec. 6, 2012 to Oct. 11, 2016; Teacher III- Oct. 12, 2016 to present	LET	COI - 25 (0), 1 (VS) NCOI - 10 (0), 6 (VS)	QUALIFIED
MT1-01-2025-03	BEED, Master of Arts in Education 21 units,	3-Day International Training/ Seminar/Workshop on Instructional/ Educational Leadership and Management with the Theme Mentoring the Mentees- 24hours; Teach on: Keeping the Passion Alive- 40hours; Skills Improvement Geared Toward Livelihood and Technology (SIGLAT) training cum Learning Materials Writeshop for Grade VI Teachers-40hours;	Teacher I- June 6, 2011- Sept. 29, 2019; Teacher III- Sept 30, 2019 - present	LET	COI - 25 (0), 2 (VS) NCOI - 17 (0), 2 (VS)	QUALIFIED
MTIE-01-2025-06	BEED, MAED Educational Administration, 36 units	2025 Mid-Year INSET -24hrs; School-Based Training of Teachers on Matatag Curriculum - 40 hrs, SLAC on Equipping 21st Century Teachers Through A Learner Centered Instructional Strategies Via Project RIPPLES - 24hours; District INSET Project Guide - 24hrs; Resource Speaker during School Learning Action Cells (SLAC) - 40 hrs; Digitization of Learning Resources Cum Review of the Q2 Assessment Analysis:An In-Service Training Workshop- 24hrs; School-Based Inset(Project I-TEACH)- 32hrs; PRIMALS-PLUS for ESP Key Stage 2 -24hrs; PRIMALS in Math,Language and Science - 24hrs	Teacher I- June 17, 2002- July 19, 2009; Teacher II- July 20, 2009 - Aug 31, 2014; Teacher III September 1, 2014 - present	LET	COI - 25 (0), 2 (VS) NCOI - 13 (0), 6 (VS)	QUALIFIED
MT1E-01-2025-10	Bachelor in Elementary Education; Master of Arts in Education	Mid Year In Service Training for Teachers -Bambang II District -24 hours ,School Based Training of Teachers on the Matatag Curriculum ,	Teacher 1 June 03,2002 -October 26,2008; Teacher III-October 27,2008- to present	LET	COI - 21 (0), 6 (VS) NCOI - 9 (0), 10 (VS)	QUALIFIED
MT1E-01-2025-22	Bachelor of Arts English/ Bachelor of Elementary Education; Master of Arts in Teaching	3-DAY INTERNATIONAL TRAINING/SEMINARS/WORKSHOP ON INSTRUCTIONAL LEADERSHIP AND MANAGEMENT 24 hours, MID YEAR IN-SERVICE TRAINING FOR TEACHER, 24 hours	Teacher I- Jan. 20, 2009 to Oct. 17, 2011; Teacher II- Oct. 18, 2011 to Nov. 18, 2012; Teacher III- Nov. 19, 2012 to Present	PRC	COI - 27 (0) NCOI - 17 (0), 2 (VS)	QUALIFIED



APPLICATION CODE	EDUCATION	TRAININGS	EXPERIENCE	ELIGIBILITY	PERFORMANCE ELIGIBILITY	REMARKS
MT1E-01-2025-30	Bachelor of Elementary Education; Master of Arts in Mathematics and Science Education - Graduated with cert	District-Based Digitization of Learning Resources Cum Review the Q2 Assessment Analysis: An In-Service Training-Workshop 24 hours; District I-TEACH district seminar-workshop on facilities teaching learning cum RIPPLES 2.0 24hours; School-based Project ALL NUMERATES, School Action Cell 24 hours	Teacher I- June 16, 19997 - Aug 15, 2005; Teacher II- Aug 16 2005- Jan 27, 2009; Teacher III- Jan 28, 2009 - present	PBET	COI - 27 (0) NCOI - 14 (0), 5 (VS)	QUALIFIED
MT1E-01-2025-20	Bachelor in Elementary Education; Master of Arts in Education	Upskilling of Teachers on inclusive Education Content and Pedagogy (IPED)-24hrs; Capability Building of Learning Resource Evaluators-18hrs	Teacher 1-January 14,2014 to March 20,2020; Teacher 3 March 20, 2019-present	LET	COI - 26 (0), 1 (VS) NCOI - 11 (0), 8 (VS)	QUALIFIED
MT1E-01-2025-27	BEED/MAT-IT- Finished Academic	3-DAY INTERNATIONAL TRAINING/SEMINAR/WORKSHOP OF INSTRUCTIONAL/EDUCATION LEADERSHIP AND MANAGEMENT-24hrs; Midyear INSET-24hrs	Teacher-1 June 5,2006 to July 6 2010, Teacher -II -July 7,2010 to October ,02,2011,,Teacher -III- October 3,2011 to present, OIC - January 6,2022 to February 7,2022, OIC -March 31,2022 to December 31, 2022	LET	COI - 25 (0), 2 (VS) NCOI - 14 (0), 5 (VS)	QUALIFIED
MT1E-01-2005-28	BACHELOR OF ELEMENTARY EDUCATION; Master of Arts in Teaching- FINISHED ACAD	SCHOOL-BASED TRAINING OF TEACHERS ON MATATAG CURRICULUM 40 HRS; Division Refresher Course and Accreditation of Aspiring & Selected Coaches and Technical Officials cum Division Training Workshop on Sports, Psychology, Mental Health, Nutrition and Sports - 24 hrs OUTDOOR LEADERSHIP COURSE 24 hrs Guro21 Course 1 (Facilitating the Development of 21st Century Skills for Southeast Asian Teachers) 60 hrs	Teacher 1- November 21, 2001 - January 22, 2009; Teacher II January 23, 2009 -October 9, 2016; Teacher III Oct 10, 2016 - to present	PBET	COI - 26 (0), 1 (VS) NCOI - 18 (0), 1 (VS)	QUALIFIED
MT1E-01-2025-15	BEED, MAT-Filipino Finished Academic Requirement	Mid-Year INSET 24hrs; Training on Strategies in Teaching and Pedagogied cum Capability Building of Key stage 1 Teachers-8hrs; Regional Virtual Upskilling of Key Stage 1 Teachers bon Design Thinking in Science and Mathematics-16hrs	Teacher 1 June 5,2005 to July 1, 2010, Teacher III July 2, 2010 to date	LET	COI - 27 (0) NCOI - 7 (0), 11 (VS), 1 (S)	QUALIFIED
MT1E-01-2025-09	Bachelor of Elementary Education; Master of Arts in Education	School Based Training on the MATATAG Curriculum for Kindergarten,Grade1,4 and 7 (K147)-(40 hours),Capability Building of Division Federation of Supreme Elementary and Secondary Learner Government Officers and Teachers-Advisers-(16 hours)Capability Building of MTB-MLE Teachers cum DEvelopment of MT Learning Resources-(16 hours), Seminar-Workshop in Strengthening Scribes in Campus Journalism-(16 hours), Division Training of Trainers on School Paper Management and Digital Broadcast Media -(24 hours), Training of Trainers on the Batang Empowered and Resilient Team (BERT) Program -(16 hours),2023 DIVISION SCHOOLS PRESS CONFERENCE (24 hours),	Teacher I- Dec. 15, 2003 to Nov. 06, 2006; Teacher II- Nov. 7, 2006 to Jan. 19, 2009; Teacher III- Jan. 20, 2009 to present	LET	COI - 25 (0), 2 (VS) NCOI - 16 (0), 3 (VS)	QUALIFIED
MT1E-01-2025-11	Edd-Educational Mangement-FINISHED ACADEMIC	3-DAY INTERNATIONAL TRAINING/SEMINAR/WORKSHOP ON THE INSTRUCTIONAL/EDUCATIONAL LEADERSHIP AND MANAGEMENT with a theme: "MENTORING THE MENTEES"-8hours, TRAINING OF TRAINERS ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS-40hours, REGIONAL TRAINING WORKSHOP OF SPECIAL NEEDS EDUCATION IMPLEMENTERS-40hours	Teacher III/TIC-July 18, 2022-present, Teacher III-August 27, 2014-July 17, 2022, Teacher I-August 1, 2012-August 26, 2014	LET	COI - 26 (0), 1 (VS) NCOI - 18 (0), 1 (VS)	QUALIFIED
MT1E-01-2025-16	Bachelor of Science in Elementary Education; Master of Arts in Education	International Training on Reading(24 hours), International Seminar on Continuing Professional Development on Values Formation and Professional Ethics(24 hours), MidYear District In-Service Training(24 hours)	Teacher I- March 1, 2001 to Oct. 26, 2008; Teacher III- Oct. 27, 2008 to Oct. 13, 2016; Teacher III/ SH- Oct. 14, 2016 to June 3, 2018; Teacher III/TIC- June 4, 2018 to March 20, 2022; HT-III March 21, 2022 to presenr	LET	COMMITTED OBJECTIVES NOT ALIGNED WITH TEACHING	DISQUALIFIED

Prepared by:

  
**PRINCES C. AQUITANIA**  
 Administrative Officer IV

Approved:

  
**ADONIS C. CEPEREZ EdD, CESE**  
 Assistant Schools Division Superintendent