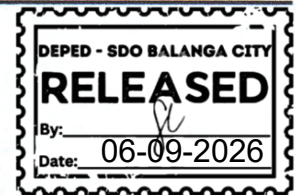




Republic of the Philippines  
**Department of Education**  
 Region III – Central Luzon  
**SCHOOLS DIVISION OFFICE OF BALANGA CITY**

Office of the Schools Division Superintendent



**DIVISION MEMORANDUM**  
 No. 306 s. 2026

**DIVISION RANKING FOR EXISTING AND ANTICIPATED VACANCIES  
 IN TEACHING POSITIONS IN SDO BALANGA CITY**

To: Assistant Schools Division Superintendent  
 Chiefs of Functional Divisions  
 Units/Section Heads  
 Elementary and Secondary School Administrators  
 All Qualified Applicants

1. This Office announces the conduct of Division Ranking for the following existing and anticipated vacancies in teaching positions in SDO Balanga City, to wit:

POSITION TITLE and APPLICATION LINK	SG	LEVEL/ STATION	PAPER EVALUATION AND DEMO TEACHING	VENUE
Master Teacher II <a href="https://tinyurl.com/MT2-ELEM-JUNE2026">https://tinyurl.com/MT2-ELEM-JUNE2026</a>	19	Elementary	PAPER EVALUATION:  July 7, 2026	SDO Conference (for Paper Evaluation)
Master Teacher I <a href="https://tinyurl.com/MT1-ELEM-JUNE2026">https://tinyurl.com/MT1-ELEM-JUNE2026</a>	18			
Teacher III <a href="https://tinyurl.com/T3-ELEM-JUNE2026">https://tinyurl.com/T3-ELEM-JUNE2026</a>	13			
Teacher II (Anticipated Vacancy) <a href="https://tinyurl.com/T2-ELEM-ANTICIPATED-JUNE2026">https://tinyurl.com/T2-ELEM-ANTICIPATED-JUNE2026</a>	12	Junior HS	DEMONSTRATION TEACHING:  TBA	Schools (for Classroom Observation/ Demonstration Teaching)
Teacher III <a href="https://tinyurl.com/T3-JHS-JUNE2026">https://tinyurl.com/T3-JHS-JUNE2026</a>	13			
Teacher II (Anticipated Vacancy) <a href="https://tinyurl.com/T2-JHS-ANTICIPATED-JUNE2026">https://tinyurl.com/T2-JHS-ANTICIPATED-JUNE2026</a>	12			

2. Complete details for every position and its respective Qualification Standards (QS), which the applicant must meet, can be found in Enclosure No. 1 of this Memorandum.



Address: DFS Phase III, Talisay, Balanga City  
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 Telephone No: (047) 935-0210



3. All interested qualified applicants, irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs, may signify their intent and submit the following documents in Portable Document Format (PDF), by filling-up the google form through the links provided **until 5:00 PM of June 19, 2026.**

**MANDATORY REQUIREMENTS (For Initial Evaluation as to meeting the QS)**

- Letter of intent addressed to the Schools Division Superintendent
  - Duly accomplished PDS (CS Form No. 212, revised 2025) with Work Experience Sheet.
  - Photocopy of valid and updated PRC License/ID.
  - Photocopy of Certificate of Board Rating.
  - Photocopy of scholastic/academic records such as Transcript of Records (TOR) and Diploma, including completion of Graduate and Post-graduate units/degrees, if any
  - Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable
  - Photocopy of latest appointment (for those applying for promotion).
  - Photocopy of certificate/s of relevant specialized training or professional development programs, if any.
  - Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable
  - Photocopy of the required Performance Ratings with at least a Very Satisfactory rating. The applicant shall submit at most **three (3) complete sets of performance ratings (latest must be SY 2025-2026)**, depending on the performance requirements of the position (See QS). **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 prescribed form, sworn before a public officer authorized to administer oaths.
  - 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
4. Forms/templates such as PDS (CS Form No. 212, revised 2025), Checklist of Requirements, and Omnibus Sworn Statement on CAV can be downloaded from SDO's official website <https://depedbalanga-shs.edu.ph/>



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5. Individuals who fail to submit complete mandatory requirements by the set deadline shall not be included in the pool of official applicants.
6. All applicants are advised to keep a copy of their submitted response (e.g., email confirmation or screenshot showing "Your response was submitted") as proof in case of technical issues.
7. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.
8. The evaluation and assignment of points will be guided by **DepEd Order No. 020 s. 2024** entitled *Guidelines on Recruitment, Selection, and Appointment to Higher Teaching Positions*.
9. All applicants shall be notified of the initial evaluation results through a written notice served through their official email address. Moreover, those found to be qualified based on the approved Qualification Standards of the positions must bring the rest of their documents per criteria enumerated in the aforesaid Memorandum, including the hard copies of the documents submitted online, on the day of the ranking. Only documents at hand shall be credited.
10. The specific time schedules of the open ranking shall be provided in the notification letter.
11. Immediate dissemination of this Memorandum to all concerned is desired.

  
**ROLAND M. FRONDA, EdD, CESO V**  
 Schools Division Superintendent

Encls.: as stated

Reference: DO No. 020 s. 2024

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

APPOINTMENT	EMPLOYMENT
HIRING	POLICY
RECRUITMENT	RULES AND REGULATIONS
SELECTION	

Ref. No.: OSDS-PER-2026-\_\_\_\_  
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(Enclosure No. 1 to Division Memorandum No. \_\_\_\_ s. 2026)

### QUALIFICATION STANDARDS AND POSITION PROFILE

Position Title:	<b>MASTER TEACHER II</b>	
Unique Item No.:	OSEC-DECSB-MTCHR2-150053-1998 and Anticipated Vacancies	
Salary Grade:	19	
Monthly Salary:	59,153.00	
Station/Place of Assignment:	Elementary	
<b>CSC PRESCRIBED QUALIFICATION STANDARD</b>		
Education:	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	
Experience:	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	
Training:	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)	
Eligibility:	RA 1080, as amended (Teacher-Elementary/Secondary)	
Performance Requirement	<b>Classroom Observable Indicators</b>	<b>Non-Classroom Observable Indicators</b>
	<b>At least 10 Highly Proficient COIs at Outstanding</b>	<b>At least 5 Highly Proficient NCOIs at Very Satisfactory;  and 5 Highly Proficient NCOIs at Outstanding</b>
Job Summary: Performs teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, and community linkages, and provides assistance to school head in program implementation		

Position Title:	<b>MASTER TEACHER I</b>	
Unique Item No.:	OSEC-DECSB-MTCHR1-150045-1998 and Anticipated Vacancies	
Salary Grade:	18	
Monthly Salary:	53,818.00	
Station/Place of Assignment:	Elementary	
<b>CSC PRESCRIBED QUALIFICATION STANDARD</b>		
Education:	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	
Experience:	5 years teaching experience	
Training:	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)	



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Eligibility:	RA 1080, as amended (Teacher-Elementary/Secondary)	
<b>Performance Requirement</b>	<b>Classroom Observable Indicators</b>	<b>Non-Classroom Observable Indicators</b>
	<b>21 Proficient COIs at Outstanding</b>	<b>8 Proficient NCOIs at Very Satisfactory;</b> <b>And 8 Proficient NCOIs at Outstanding</b>
Job Summary: Performs teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, and community linkages, and provides assistance to school head in program implementation		

Position Title:	<b>Teacher III</b>	
Unique Item No.:	OSEC-DECSB-TCH3-150981-2021 and Anticipated Vacancies	
Salary Grade:	13	
Monthly Salary:	36,125.00	
Station/Place of Assignment:	Elementary	
<b>CSC PRESCRIBED QUALIFICATION STANDARD</b>		
Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	
Experience:	2 years teaching experience	
Training:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	
Eligibility:	RA 1080, as amended (Teacher-Elementary/Secondary)	
<b>Performance Requirement</b>	<b>Classroom Observable Indicators</b>	<b>Non-Classroom Observable Indicators</b>
	<b>At least 12 Proficient COIs at Very Satisfactory</b>	<b>At least 8 Proficient NCOIs at Very Satisfactory</b>
Job Summary: Facilitate learning in elementary/secondary schools using appropriate and innovative teaching strategies, monitor and evaluate pupils/students' progress, and maintain updated pupil/student school records, among others.		

Position Title:	<b>Teacher II</b>	
Unique Item No.:	Anticipated Vacancies	
Salary Grade:	12	
Monthly Salary:	33,947.00	
Station/Place of Assignment:	Elementary	
<b>CSC PRESCRIBED QUALIFICATION STANDARD</b>		
Education:	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in education with appropriate major	
Experience:	One (1) year relevant experience	
Training:	None required	
Eligibility:	PBET/LET; Teacher	
<b>PERFORMANCE REQUIREMENT</b>	<b>COIs: At least 6 Proficient COIs at Very Satisfactory</b> <b>NCOIs: At least 4 Proficient NCOIs at Very Satisfactory</b>	



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Job Summary: Facilitate learning in elementary/secondary schools using appropriate and innovative teaching strategies, monitor and evaluate pupils/students' progress, and maintain updated pupil/student school records, among others.

Position Title:	<b>Teacher III</b>	
Unique Item No.:	OSEC-DECSB-TCH3-152899-2025 and Anticipated Vacancies	
Salary Grade:	13	
Monthly Salary:	36,125.00	
Station/Place of Assignment:	Junior HS	
<b>CSC PRESCRIBED QUALIFICATION STANDARD</b>		
Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	
Experience:	2 years teaching experience	
Training:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	
Eligibility:	RA 1080, as amended (Teacher-Secondary)	
<b>Performance Requirement</b>	<b>Classroom Observable Indicators</b>	<b>Non-Classroom Observable Indicators</b>
	<b>At least 12 Proficient COIs at Very Satisfactory</b>	<b>At least 8 Proficient NCOIs at Very Satisfactory</b>
Job Summary: Facilitate learning in elementary/secondary schools using appropriate and innovative teaching strategies, monitor and evaluate pupils/students' progress, and maintain updated pupil/student school records, among others.		

Position Title:	<b>Teacher II</b>	
Unique Item No.:	Anticipated Vacancies	
Salary Grade:	12	
Monthly Salary:	33,947.00	
Station/Place of Assignment:	Junior HS	
<b>CSC PRESCRIBED QUALIFICATION STANDARD</b>		
Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	
Experience:	1 year teaching experience	
Training:	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	
Eligibility:	RA 1080, as amended (Teacher-Elementary/Secondary)	
<b>Performance Requirement</b>	<b>Classroom Observable Indicators</b>	<b>Non-Classroom Observable Indicators</b>
	<b>At least 6 Proficient COIs at Very Satisfactory</b>	<b>At least 4 Proficient NCOIs at Very Satisfactory</b>
Job Summary: Facilitate learning in elementary/secondary schools using appropriate and innovative teaching strategies, monitor and evaluate pupils/students' progress, and maintain updated pupil/student school records, among others.		



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