



Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

February 06, 2025

DIVISION MEMORANDUM

No. 034, s. 2025

DIVISION ASSESSMENT OF APPLICATIONS FOR HIGHER TEACHING POSITIONS (TEACHER II TO MASTER TEACHER III) FOR SY 2025-2026

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Elementary/Secondary School Heads
 All Unit Heads
 All Others Concerned

1. Consistent with DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan) and DepEd Order No. 20, s. 2024 (Guidelines on Recruitment, Selection and Appointment to Higher Teaching Positions), this Office announces the conduct of Division Assessment for Higher Teaching Positions for SY 2025-2026.

2. To ensure the smooth flow of the process, the following are the schedules of important activities related to assessment:

DATE	ACTIVITY	PERSON/S INVOLVED
February 14 to 24, 2025	Submission of application documents	Division HRMPSB, Division Secretariat, Division Sub-Committee and Division Sub-Committee Secretariat
March 3 to 7, 2025	Initial Evaluation of documents	Division HRMPSB, HRMO and School AO II
March 10 to 14, 2025	Non Classroom Observable Indicators (NCOIs)/Classroom Observable Indicators (COIs) for higher teaching applications	Division Sub-Committee and Division Sub-Committee Secretariat
March 18, 2025	Submission of Results of NCOI/COI	Division Sub-Committee and Division Sub-Committee Secretariat
March 20, 2025	Open Evaluation	Division HRMPSB
March 21, 2025	Final Deliberation of Results	Division HRMPSB



DATE	ACTIVITY	PERSON/S INVOLVED
March 24 to 28, 2025	Appointment and Placement	Appointing Authority

3. There shall be no discrimination in the selection of applicants on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.

4. Documents submitted after the deadline shall not be accepted.

5. Wide dissemination and strict compliance to this Memorandum is desired.



LYNN G. MENDOZA, EdD
OIC - Schools Division Superintendent

Encl:

None

References:

DepEd Order No. 19, s. 2022

DepEd Order No. 20, s. 2024

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

APPOINTMENT
QUALIFICATIONS

ASSESSMENT

EVALUATION

PROMOTION