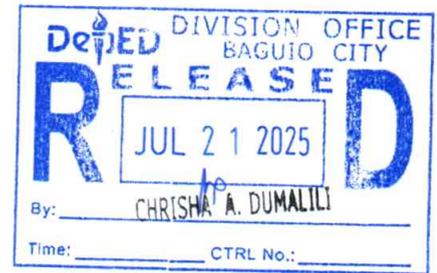




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



July 21, 2025

DIVISION MEMORANDUM

No. **427-2025**

**NOTICE ON THE RETRIEVAL AND UPDATING OF MASTER TEACHER
APPLICATION DOCUMENTS**

To: Public Schools District Supervisors
Public School Heads
Master Teacher Applicants
All Others Concerned

1. In view of the issuance of DepEd Order No. 19, s. 2025, which includes amendments to the qualification standards for Master Teacher positions, and in accordance with DepEd Order No. 20, s. 2024, titled "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions," as well as the Division's operational procedures for the submission and receipt of application documents, this Office informs all concerned applicants who submitted their application documents in April and May 2025 that these documents must be retrieved and updated.
2. The Office acknowledges and appreciates the efforts made by applicants in preparing and submitting their documents. However, to ensure full compliance with the updated guidelines, it is necessary for all applicants to align their submissions with the new requirements.
3. Applicants are advised to personally retrieve their submitted documents from the Division Records Unit or the Personnel Unit-HRMA during official working hours. Once updated, the application documents should be submitted directly to the school where the Master Teacher position is declared vacant, on or before the deadline indicated in the publication.
4. For further assistance or inquiries, you may contact the HRMO, Ma. Louella C. Moncada at tel. no. (074)442-7819 or visit the Division Office-Personnel Unit during office hours.
5. For information and guidance.


SORAYA T. PACULO PhD, CESO VI
Schools Division Superintendent

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