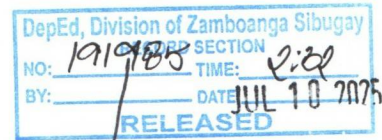




Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



10 July 2025

DIVISION MEMORANDUM
 NO. 307, Series 2025

ANNOUNCEMENT OF VACANT POSITIONS IN DEPED ZAMBOANGA SIBUGAY

To : **Asst. Schools Division Superintendent**
Chief of SGOD and CID
Division HRMPSB
All Education Supervisors/District Supervisors
All School Heads
All Administrative Officers
Interested Applicants
All Others Concerned
This Division

1. This is to announce vacancies in the Division of Zamboanga Sibugay for Higher Teaching, Related Teaching, School Administration and Non -Teaching positions. This Office strictly adheres to the Equal Employment Opportunity Principle, all qualified and interested applicants regardless of age, gender, civil status, disability, religion, ethnicity, or political affiliation are invited to submit documentary requirements of the positions.

Position Title/Item No.	Incumbent	Monthly Salary	Minimum Qualification Standards				Place of Assignment
			Education	Experience	Training	Eligibility	
Chief Education Supervisor CES-570045-2014	EVELYN F. IMPORTANTE	P 98,185.00 SG-24	Master's degree in education or other relevant degrees	4 years of relevant experience involving management and supervision	24 hours of training in management and supervision	PBET, RA 1080 (Teacher)	Curriculum Implementation Division
Education Program Supervisor EPSVR-570083-2010 (MAPEH)	GRACE BETA D. LEDDA	P 78,162.00 SG - 22	Masters degree in education or other relevant degrees Masters degree with a specific area of specialization	2yrs as principal or 2yrs as HT or 2yrs as MT	8 hours of training in management and supervision	RA 1080 (TEACHER)	Curriculum Implementation Division – MAPEH
Medical Officer III MDOF3-570005-2017	Vacant Item	P 70,013.00 SG - 21	Doctor of Medicine	At least 1 year of relevant experience in the practice of Medicine	4 hours of relevant training	R.A. 1080 (Physician)	SGOD – Health and Nutrition
Dentist II DENT2-570089-2003	Vacant Item	P 47,247.00 SG - 17	Doctor of Dental Medicine or Dental Surgery	1 year experience	4 hours of relevant training	R.A. 1080 (Dentist)	SGOD – Health and Nutrition
School Principal IV Elementary SP4-570014-2020	ROSARIO Q. ORTIZ	P78,162.00 SG - 22	Master's Degree in Education or Educational Management or Educational Leadership	5 years teaching experience and 4 years experience in school management and operations	40 hours of training in any of or a cumulative of the following : Curriculum, Pedagogy, School Management	RA1080, as amended (Teacher)	Division of Elementary Education



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			Or Master's degree in relevant learning area with at least 18 units in Management		and Operations, Instructional Leadership acquired within the last 5 years		
School Principal III Elementary SP3-570009-2023	MIGUEL T. SODUSTA	P 70,013.00 SG - 21	Master's Degree in Education or Educational Management or Educational Leadership Or Master's degree in relevant learning area with at least 15 units in Management	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following : Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA1080, as amended (Teacher)	Division of Elementary Education
School Principal II Elementary SP2-570016-2023 SP2-570035-2012 SP2-570071-2011	RUADEL, EUGENIO JR. VILLAHERMOSA DALOGAOG, ALVIN DABLO SANTISAS, ARNULFO ABING	P 62,967.00 SG - 20	Master's Degree in Education or Educational Management or Educational Leadership Or Master's degree in relevant learning area with at least 12 units in Management	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following : Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA1080, as amended (Teacher)	Division of Zamboanga Sibugay
School Principal II Secondary SP2-570022-2023 SP2-570050-2017	Vacant Item Vacant Item	P 62,967.00 SG - 20	Master's Degree in Education or Educational Management or Educational Leadership Or Master's degree in relevant learning area with at least 12 units in Management	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following : Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA1080, as amended (Teacher)	Division of Secondary Education
Master Teacher II (ELEMENTARY) MTCHR2-570004-2011 MTCHR2-570036-2018 MTCHR2-570040-2021 MTCHR2-570052-2003	SANGRENES, JONALYN CHOME BACLASON, EVANGELINE LAMBERTE, JOEWENA ESPIRITU DEVIS, RANDY LABAJOSA	P56,390.00 SG19	Master's Degree in Education, Educational Leadership or Educational Management or relevant subject or learning area	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	24 hours training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours training in instructional Supervision acquired within the last 5 years	RA 1080 as amended (Teacher Elementary)	Siay District Alicia District Ipil District Kabasalan District



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MTCHR2-570082-2003	MEDADO, DENNIS BRACA				Or		Tungawan District
MTCHR2-570013-2024	ALINGCO, SUSAN GREGORIO				Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)		Tungawan District
MTCHR2-570001-2015	CASTRO, PURIROSE BALIDA						Alicia District
MTCHR2-570043-2013	JAUCULAN, AUREA LECHIDO						Tungawan District
MTCHR2-570066-2003	TEMPORADA, JESUSA VERGABERA						Olutanga District
Master Teacher II (SECONDARY)		P56,390.00 SG19	Master's Degree in Education, Educational Leadership or Educational Management or relevant subject or learning area	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	24 hours training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours training in instructional Supervision acquired within the last 5 years	RA 1080 as amended (Teacher Secondary)	Sta. Clara NHS
MTCHR2-570072-2023 (SCIENCE)	BROBO, PILAR JOVELYN ORTIZ						Talusan NHS
MTCHR2-570067-2023 (MATHEMATICS)	MANILHIG, LIZA INSO						Sta. Clara NHS
MTCHR2-570044-2018 (MATHEMATICS)	MACARIAL, JENNIFER EDEN DE AQUINO				Or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)		
Master Teacher I (ELEMENTARY)		P 51,304.00 (SG – 18)	Master's Degree in Education, Educational Leadership or Educational Management or relevant subject or learning area	5 years teaching experience	24 hours training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours training in instructional Supervision acquired within the last 5 years	RA 1080 as amended (Teacher Elementary)	Ipil District
MTCHR1-570035-2021	VELASCO, JOHN REY CIELO						Ipil District
MTCHR1-570080-2003	TAMBILING, REYFE LADERA						Ipil District
MTCHR1-570027-2018	SALADA, MERILYN RAMOS						Payao District
MTCHR1-570142-2017	DAPPIE, NURIZA MAGSAYO						Naga District
MTCHR1-570028-2019	PATALINGHUG, ANNABEL CAIPILAN				Or Completion of NEAP-requisite professional		Malangas District



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MTCHR1-570038-2019	MARA, NONITO GONTINIAS				development program for Career Stage III (Highly Proficient Teacher)		Malangas District
MTCHR1-570040-2013	POCOT, MILETONA PANOT						Tungawan District
MTCHR1-570027-2021	DABUCON, RITA LARANJO						Diplahan District
MTCHR1-570068-2003	JALA, FE BAYLON						Diplahan District
MTCHR1-570019-2018	DE GUZMAN, ANELYN FERNANDEZ						Diplahan District
MTCHR1-570016-2018	SONGCUYA, ELEANOR ESTONINA						Diplahan District
MTCHR1-570149-2003	VACANT ITEM						Diplahan District
MTCHR1-570168-2003	BARAQUIL, LEONIDAS ONDEN						Naga District
MTCHR1-570106-2003	GARCIA, MA. ELLEN GREGORIO						Tungawan District
MTCHR1-570033-2009	COLE, VIRGIE BAYA						Olutanga District
Master Teacher I (SECONDARY)		P 51,304.00 (SG – 18)	Master's Degree in Education, Educational Leadership or Educational Management or relevant subject or learning area	5 years teaching experience	24 hours training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours 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)	RA 1080 as amended (Teacher Secondary)	
MTCHR1-570028-2009 (ESP)	INDOYON, CELESTE CELESTIAL						Francisco Ramos NHS
MTCHR1-570064-2021 (MATHEMATICS)	EMPINADO, OLIVER						Bulawan NHS
MTCHR1-570071-2021 (SCIENCE)	MAGCANTA, STEPHANIE ROSE						Sulo NHS
MTCHR1-570019-2007 (ARPAN)	BALBIN, LEOMAR BALAJULA						Talusan NHS
MTCHR1-570089-2018 (ENGLISH)	VILLACERAN, ANACLETO PADILLA						Tungawan NHS
MTCHR1-570087-2023 (VALED)	RAMOS, JUDITH P						Titay NHS
MTCHR1-570081-2020 (SCIENCE)	BIOCO, MERIAM LOPEZ						La Dicha NHS
MTCHR1-570011-2005 (ENGLISH)	REVANTAD, JOSELA K						Titay NHS
MTCHR1-570090-2020							Tungawan NHS



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<p>(ESP)</p> <p>MTCHR1-570025-2007 (MATHEMATICS)</p> <p>MTCHR1-570027-2007 (SCIENCE)</p> <p>MTCHR1-570006-2005 (MATHEMATICS)</p> <p>MTCHR1-570017-2006 (TLE)</p>	<p>RIVERO, EDITHA TAYAG</p> <p>ORIG, EVELYN CALME</p> <p>ARIOLA, CECILIA MODILLAS</p> <p>DAING, PRIMITIVA NILLAS</p> <p>KILAT, ROSA LUMACTOD</p>						<p>Malangas NHS</p> <p>Malangas NHS</p> <p>Ipil NHS</p> <p>Olutanga NHS</p>
<p>Master Teacher II (Senior High School)</p> <p>MTCHR2-570077-2018 (ACADEMIC TRACK)</p>	<p>VERGARA, ROLANDO GALAG</p>	<p>P56,390.00 SG19</p>	<p>Master's degree in relevant strand/subject plus 18 units in education / Master's degree in relevant strand/subject</p>	<p>5 years experience in teaching in relevant strand/subject and 1 year experience in instructional supervision and technical assistance to teachers</p>	<p>24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours in Instructional Supervision acquired within the last 5 years</p> <p>Or</p> <p>Completion of NEAP requisite professional development program for Career Stage III (Highly Proficient Teacher)</p>	<p>RA 1080, as amended (Teacher-Secondary for permanent appointments)</p>	<p>Titay NHS-SHS</p>
<p>Master Teacher I SHS</p> <p>MTCHR1-570129-2018 (ACADEMIC TRACK)</p> <p>MTCHR1-570130-2018 (ACADEMIC TRACK)</p>	<p>BATHAN, PETER JR. SOLLANO</p> <p>DIODOS, REYNANTE BANCE</p>	<p>P 51,304.00 (SG – 18)</p>	<p>Master's degree in relevant strand/subject plus 18 professional units in education</p>	<p>5 years experience in teaching or industry work in relevant strand/subject</p>	<p>24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours in Instructional Supervision acquired within the last 5 years</p> <p>Or</p> <p>Completion of NEAP requisite professional development program for</p>	<p>RA 1080, as amended (Teacher-Secondary for permanent appointments)</p>	<p>Francisco Ramos NHS-SHS</p> <p>Imelda NHS-SHS</p>



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					Career Stage III (Highly Proficient Teacher)		
Guidance Counselor II GUIDC2-570111-2016 GUIDC2-570112-2016 GUIDC2-570113-2016 GUIDC2-570114-2016 GUIDC2-570115-2016 GUIDC2-570116-2016 GUIDC2-570117-2016 GUIDC2-570118-2016 GUIDC2-570119-2016 GUIDC2-570121-2016 GUIDC2-570122-2016 GUIDC2-570123-2016	Vacant Item	P 32,245.00 SG - 12	Master's degree in Guidance and Counseling	None Required (CSC MC No. 02, s 2017)	None Required (CSC MC No. 02, s 2017)	RA 1080 (Guidance Counselor)	Division Of Zamboanga Sibugay - Senior High School
Guidance Counselor I GUIDC1-570006-2008 GUIDC1-570014-2011 GUIDC1-570007-2008 GUIDC1-570013-2008 GUIDC1-570013-2011 GUIDC1-570007-2009 GUIDC1-570014-2008 GUIDC1-570002-2003 GUIDC1-570008-2008 GUIDC1-570009-2008	Vacant Item	P 30,024.00 SG - 11	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	Alicia NHS Buug NHS Diplahan NHS Imelda NHS Ipil NHS Natan NHS Olutanga NHS Siay NHS Surabay NHS Titay NHS
Head Teacher V (SECONDARY) HTEACH5-570013-2023 (MATHEMATICS) HTEACH5-570011-2023 (TLE)	ALCANTARA, TERESITA ANCHETA KILAT, BOB WILBUR PRAGAMAC	P 51,304.00 (SG - 18)	Bachelor of Secondary Education (BSEd); or Bachelor's Degree with 18 professional education units with appropriate field of specialization	Head Teacher for 4 years; Master Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)	Siay NHS Olutanga NHS
Head Teacher IV (SECONDARY) HTEACH4-570043-2019 (ESP)	SILVA, MARIZA DEMALATA	P 47,247.00 (SG - 17)	Bachelor of Secondary Education (BSEd); or Bachelor's Degree with 18 professional education units with appropriate field of specialization	Head Teacher for 3 years	24 hours relevant training	RA 1080 (Teacher)	Siay NHS
Head Teacher IV (Elementary) HTEACH4-570041-2014 HTEACH4-570012-2023	VACANT ITEM ABUGAN, NENITA SALMORIN	P 47,247.00 (SG - 17)	Bachelor's Degree in Elementary Education (BEED) or its equivalent	Head Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)	Division of Zamboanga Sibugay (Elementary)
Head Teacher II (Secondary)		P 40,208.00 SG - 15	BSED or Bachelors Degree plus 18 professional units with	HT for 1 year; or Teacher for 4 years	24 hours relevant training	RA 1080 (Teacher)	Zamboanga Sibugay NHS



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HTEACH2-570009-2007 (MAPEH)	CADUNOGG, CHAFTINE ANCHETA		appropriate field of specialization				
Head Teacher II HTEACH2-570053-2022 HTEACH2-570051-2022	BAYBAYAN, ELVIN MARTINEZ ASGAL, RAOF TAN	P 40,208.00 SG - 15	BEED or Bachelors Degree w/ 18 professional education units	HT for 1 year; or Teacher for 4 years	24 hours relevant training	RA 1080 (Teacher)	Division of Zamboanga Sibugay (Elementary)
Head Teacher III HTEACH3-570015-2023 (FILIPINO)	PASTER, EPIMACO JR. MADLAS	P 43,560.00 SG - 16	BSED or Bachelors Degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)	Kabasalan NHS
Head Teacher I (Elementary) HTEACH1-570041-2022 HTEACH1-570050-2009 HTEACH1-570038-2018 HTEACH1-570071-2021 HTEACH1-570042-2023	CASTILLARE, AILEEN KUIZON DEMAYO, JOVELYN FUENTES TAÑO, MERCY KEMPIS LEBRILLA, JAMES, AZUELO TACOLOY, EDEHL C.	P 37,024.00 SG - 14	Bachelor's Degree in Elementary Education or Bachelor's Degree with 18 units professional	Teacher in Charge for 1 year or Teacher for 3 years	24 hours of relevant training	RA1080 (Teacher)	Division of Zamboanga Sibugay (Elementary)
Head Teacher I (Secondary) HTEACH1-570062-2019 (ENGLISH) HTEACH1-570080-2019 (TLE) HTEACH1-570072-2023 (ENGLISH)	ALVADOR, LORADEL P. JAINAR, ELSIELYN LANGHA MORENO, ARVEN TROY	P 37,024.00 SG - 14	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units with appropriate field of specialization (DO 39, S 2007)	Teacher in Charge for 1 year or Teacher for 3 years	24 hours of relevant training	RA1080 (Teacher)	Alicia NHS Bacalan NHS San Isidro NHS

2. The Performance Requirements of the position presented are as follows:

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



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Teacher III	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
Teacher IV	21 Proficient COIs at Very Satisfactory	16 Proficient NCOIs at Very Satisfactory
Teacher V	At least 6 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Outstanding
Teacher VI	At least 12 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding
Teacher VII	At least 18 Proficient COIs at Outstanding	At least 6 Proficient NCOIs at Very Satisfactory and 6 Proficient NCOIs at Outstanding
Master Teacher I	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIs at Outstanding
Master Teacher II	At least 10 Highly Proficient COIs at Outstanding	At least 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding
Master Teacher III	21 Highly Proficient COIs at Outstanding	8 Highly Proficient NCOIs at Very Satisfactory and 8 Highly Proficient NCOIs at Outstanding
Master Teacher IV	At least 10 Distinguished COIs at Outstanding	At least 5 Distinguished NCOIs at Very Satisfactory and 5 Distinguished NCOIs at Outstanding
Master Teacher V	21 Distinguished COIs at Outstanding	8 Distinguished NCOIs at Very Satisfactory and 8 Distinguished NCOIs at Outstanding

3. All applicants shall register at the Division online system which is <https://bit.ly/depedzspersonnel> where they must encode their personal details and select the School and District they want to be applied. Once submitted, a **Unique Applicant Number** will be issued. In the submission of application requirements, this Number must be indicated.
4. To streamline the hiring process, all interested applicants are advised to submit the following documentary requirements with **TABBING** to the **Designated Administrative Officer in the School/District** and arranged as follows:
 - a. 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 (Annex C).
 - b. Letter of Intent addressed to the Schools Division Superintendent; *(Intent shall highlight the following information position which he or she intends to apply and preferred school)*

VIRGILIO P. BATAN, JR., CESO V
 Schools Division Superintendent
 DepEd – Division of Zamboanga Sibugay

- c. Duly Accomplished and notarized Personal Data Sheet (CSC Form No. 212, revised 2017) and Work Experience Sheet – 1 copy
- d. Photocopy of valid and updated PRC License/ID – 1 copy



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- e. Photocopy of Certificate of Eligibility/Report of Rating; if applicable
- f. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
- g. Photocopy of Certificates/s of Training;
- h. Photocopy of Certificate of Employment or duly signed Updated Service Record, whichever is/are applicable– 1 copy
- i. Photocopy of latest appointment (for those applying for promotion) – 1 copy
- j. Photocopy of the Individual Performance Rating Form (IPCR) 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)
 - i. For **TEACHING POSITIONS**: Performance Rating in the last rating period(s) covering THREE (3) Years Performance Rating prior to the assessment
 - ii. For **SCHOOL ADMINISTRATION AND RELATED TEACHING POSITIONS**: Performance Rating in the last rating period covering ONE (1) YEAR PERFORMANCE prior to the assessment
- k. Other documents as may be required for comparative assessment
(Note: For Related Teaching, School Administration and Non Teaching Positions):
 - i. **Means of Verification (MOVs)** showing Outstanding Accomplishments, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; if applicable.
Outstanding Accomplishment
 - a. **Awards and Recognition MOVs:**
Outstanding Employee Awards:
 - Any issuance or Memorandum or document showing the Criteria for the Search; and
 - Certificate of Recognition/MeritAwards as Trainer/Coach:
 - Any issuance or memorandum designating the applicant as trainer/coach; and
 - Certificate of Recognition/Appreciation as Trainer/Coach of Winning Contestant/Event/Activity
 - b. **Research and Innovation MOVs:**



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- Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16 s. 2017
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- Proof of citation by other researchers (whole study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research.

c. Subject Matter Expert/Membership in National TWGs or Committees MOVs:

- Issuance/Memorandum showing the membership in NTWG or Committees;
- Certificate of Participation or Attendance; and
- Output/Adoption by the Organization/DepEd

d. Resource Speakership / Learning Facilitation MOVs;

- Issuance/Memorandum/Invitation/Training Matrix
- Certificate of Recognition/Merit/Commendation/Appreciation
- Slide Deck/s used and/or Session guide/s

e. NEAP Accredited Learning Facilitators MOVs;

- Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

Application of Education

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of the Utilization/Adoption signed by the Head of Office.

Application of Learning and Development (L&D)

- Certificate of Training on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core



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tasks of the applicant in their current or previous position shall be required;

- Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL) / Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
 - Accomplishment Report together with the General Certification that the L&D intervention was used/adopted by the Office at the local level;
 - Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level
5. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be ground for disqualification.
 6. Deadline of submission to the District Office shall be on or before **July 22, 2025 (Tuesday) @ 5:00 in the afternoon. No application/additional documents shall no longer be accepted after the set deadline.** Applicants who failed to submit complete mandatory requirements (Items 4a to 4j) on the set deadline indicated in this Memorandum shall not be included in the pool of official applicants.
 7. Designated Administrative Officers shall make **initial evaluation** of the documents based on the qualification standards and documentary requirements and shall forward all application documents and **Initial Evaluation Results (IER)** to the Office of the Personnel Section through the Records Section on **July 25, 2025 (Friday) @ 5:00 in the afternoon.**
 8. Qualified applicants shall be assessed based on the criteria set forth in **DepEd Order No. 7 s. 2023, DepEd Order No. 20 s. 2024, DepEd Order No. 21 s. 2024 and DepEd Order No. 19 s. 2025** shall be the basis in the evaluation of documents and computation of points for the presented vacant positions. The point system for evaluative assessment are as follows:

Higher Teaching Positions	Criteria	Points (SG 11-15)
Master Teacher II (SG 19)	Education	10
	Training	10
	Experience	10
	Performance	30
Master Teacher I (SG 18)	PPST COIs (Classroom Observation)	25
	PPST NCOIs (Portfolio Annotations and BEI)	15
	TOTAL	100





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Related Teaching	Criteria	Points (SG 24)	Points (SG 16 - 23)	Points (SG 11-15)
Chief Education Supervisor (SG 24) Education Program Supervisor (SG 22) (MAPEH)	Education	10	10	10
	Training	10	10	10
	Experience	10	10	10
	Performance	25	20	20
	Outstanding Accomplishments	10	5	10
	Application of Education	15	15	10
	Application of L&D	10	10	10
Guidance Counselor I (SG11) & II (SG 12)	Potential (Written Test, BEI, Sample Test)	20	20	20
	TOTAL	100	100	100

School Administration	Criteria	Points
School Principal IV (SG 22) School Principal III (SG 21) School Principal II (SG20) Head Teacher I-V	Education	10
	Training	10
	Experience	10
	Performance	25
	Outstanding Accomplishments	10
	Application of Education	10
	Application of L&D	10
	Potential (Written Test, BEI, Sample Test)	15
	TOTAL	100

Non Teaching Position	Criteria	SG 10-22
Medical Officer III (SG 21) Dentist II (SG 17)	Education	5
	Training	10
	Experience	15
	Performance	20
	Outstanding Accomplishments	10
	Application of Education	10
	Application of L&D	10
	Potential (Written Test, BEI, Sample Test)	20
	TOTAL	100

9. Below are the members of the Human Resource Merit Promotion and Selection Board (HRMPSB).

Chairman: **MA. COLLEEN L. EMORICHA**, EdD, CESO VI, ASDS
DR. OLIVER B. TALAOC, Chief, SGOD
Alternate: ROSMINDO L. ANCHETA Jr., EPS -SGOD
ROSEMARIE E. DIOCARES, EPS - LRMDs
ALMA FRAULEIN M. GARCIA, SEPS – HRD, President of Division NEU
Alternate: ELLEN MAE F. VILLASIS, EPS-HRD
GRACE R. JUGNO, Administrative Officer V (Admin)
RENZ ROY A. RAMOS, Administrative Officer IV (HRMO)
Alternate: ROMMEL L. GUSTILO, AO II - Personnel

Secretariat: PERSONNEL SECTION



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

10. All interested applicants shall submit their pertinent documents in a **color – coded folder** with proper tabbing according to the sequence of the mandatory requirements enumerated above.

- Pink Folder for Chief Education Supervisor, Education Program Supervisor, Medical Officer III, Dentist II and Guidance Counselor I & II
- Yellow Folder for School Principal I-IV
- Red Folder for Master Teacher II
- Blue Folder for Master Teacher I
- Violet for Head Teacher I-V Positions

11. Applicants for Head Teacher positions who were included in the previous ranking are required to register through the online portal and submit a Letter of Intent for the retention of their points, along with a copy of their Individual Evaluation Sheet (IES). Failure to submit the Letter of Intent and Unique Applicant Number (UAN) will result in non-inclusion in the Comparative Assessment Result (CAR).

For School Principal and Master Teacher positions from the previous ranking, applicants must submit all mandatory requirements (Items 4a to 4j), as these positions are affected by the revised Qualification Standards issued under DepEd Order No. 19, s. 2025.

12. Applicants who meet the minimum Qualification Standards (QS) of the position shall be included in the pool of applicants and shall receive a notification via email or SMS/text message for schedules of the written or on-the-job exam/skills test, assessment, classroom observation and open ranking with the Human Resource Merit Promotion and Selection Board (HRMPSB).

13. Immediate and widest dissemination of this memorandum is highly enjoined.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 19 s. 2022
DepEd Order No. 7 s. 2023
DepEd Order No. 21, 2024
DepEd Order No. 20 s. 2024
DepEd Order No. 19 s. 2025
DepEd Order No. 39 s. 2007

To be indicated in the Perpetual Index under the following subjects:
EVALUATION SELECTION
RECRUITMENT HIRING

ZS-DM-OSDS-PER-2025-07-049-0
RRAR-20250710



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✉ zamboanga.sibugay@deped.gov.ph
🌐 depedzamboangasibugay.ph
📘 DepEd Tayo Zamboanga Sibugay Division

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.