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

DepEd, Division of Zamboanga Sibugay
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23 December 2025

DIVISION MEMORANDUM
NO. 665, 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 the documentary requirements of the positions.

Position Title/Item No.	Incumbent	Monthly Salary	Minimum Qualification Standards				Place of Assignment
			Education	Experience	Training	Eligibility	
School Principal IV Secondary SP4-570005-2013	AGBONA, NARCISO LOMOLJO	P78,162.00 SG - 22	Master's Degree in Education or Educational Management, or Educational Leadership Or a Master's degree in a relevant learning area with at least 18 units in Management	5 years of teaching experience and 4 years of 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)	Sta. Clara NHS
School Principal IV Elementary SP4-570011-2020 SP4-570003-2023	LETECIA BANGCONG ROMULO CADAMPOG	P78,162.00 SG - 22	Master's Degree in Education or Educational Management or Educational Leadership Or a Master's degree in a relevant learning area with at least 18 units in Management	5 years of teaching experience and 4 years of 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 III Elementary **SP3-570009-2023**	REYNALDO ALVADOR	P70,013.00 SG - 21	Master's Degree in Education or Educational Management,	5 years of teaching experience and 3 years of experience in	40 hours of training in any of or a cumulative of the following:	RA1080, as amended (Teacher)	Division of Elementary Education

SP3-570006-2012	DORONILA, DENNIS MAGNANAO		or Educational Leadership Or a Master's degree in a relevant learning area with at least 15 units in Management	school management and operations	Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years		
School Principal III Secondary **SP3-570027-2022** **SP3-570026-2022** **SP3-570043-2023**	CASTOR, ARNULFO CAMOHOY JARCIA, MA. HELEN SALE SIASON, SHIRLEY MAPA	P70,013.00 SG - 21	Master's Degree in Education or Educational Management, or Educational Leadership Or a Master's degree in a relevant learning area with at least 15 units in Management	5 years of teaching experience and 3 years of 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)	Naga NHS Dawa-Dawa NHS Simbol NHS
School Principal II Elementary SP2-570016-2023 SP2-570026-2022 SP2-570071-2011 SP2-570036-2011 SP2-570052-2011	RUADEL, EUGENIO JR. VILLAHERMOSA MANGUBAT, ASELA PANES SANTISAS, ARNULFO ABING KALANG AD, ANA MARIE HERADO, RICKY LUCAYLUCAY	P62,967.00 SG - 20	Master's Degree in Education or Educational Management, or Educational Leadership Or a Master's degree in a relevant learning area with at least 12 units in Management	5 years of teaching experience and 3 years of 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 SP2-570004-2013	Vacant Item Vacant Item Vacant Item	P62,967.00 SG - 20	Master's Degree in Education or Educational Management, or Educational Leadership Or a Master's degree in a relevant learning area with at least 12 units in Management	5 years of teaching experience and 3 years of 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
School Principal I Elementary SP1-570164-2010	CABRERA, ERMINA REVILLE	P56,390.00 SG - 19	Master's degree in Education or Educational Management, or Educational Leadership	Five (5) years teaching and 1 year relevant experience in any of the following areas:	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy,	RA1080, as amended (Teacher)	Division of Elementary Education

SP1-570550-2010 SP1-570634-2010 SP1-570661-2010 SP1-570381-2010 SP1-570389-2010 SP1-570392-2010 SP1-570398-2010 SP1-570635-2010	BANTILLO, EMMANUEL CALAPIS, LORNA GADOR DE GRACIA, EULOGIO MANUBAG ABECILLA, BIENVENIDO OLASIMAN YABO, JOSE ISAGANI TUMALA IBBA, BENJAMIN ABBAS BANGCONG, ANTONIO CINCHES INCLAN, VIRGINIA ROMISCAL		Or Master's degree in a relevant learning area with at least 9 units in Management	Learning area coordination, subject area supervision, school management and operations, instructional supervision	School Management and Operations, and Instructional Leadership acquired within the last 5 years		
School Principal I Secondary		P56,390.00 SG - 19	Master's degree in Education or Educational Management, or Educational Leadership Or Master's degree in a relevant learning area with at least 9 units in Management	Five (5) years teaching and 1 year relevant experience in any of the following areas: Learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, and 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** **MTCHR2-570001-2015**	 DAAROL, ANAFE YLANAN LAZALA, RHODA IGNACIO CASTRO, PURIROSE BALIDA	P56,390.00 SG19	Master's Degree in Education, Educational Leadership or Educational Management, or relevant subject or learning area	5 years of teaching experience and 1 year of 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 Or	RA 1080 as amended (Teacher Elementary)	 Talusan District Siay District Alicia District Tungawan District

MTCHR2-570043-2013	JAUCULAN, AUREA LECHIDO				Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)		
MTCHR2-570023-2020	FERNANDO, MICHELLE FERNANDEZ						Mabuhay District
MTCHR2-570054-2003	SINGAHAN, LOLITA MAHUSAY						Mabuhay District
MTCHR2-570047-2003	CADUCOY, CECILIA SARITO						Ipil 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 of teaching experience and 1 year of 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 Or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	RA 1080 as amended (Teacher Secondary)	
MTCHR2-570067-2023 (ENGLISH)	MANILHIG, LIZA INSO						Talusan NHS
MTCHR2-570071-2022 (ENGLISH)	DALUMPINES, REY MANGARON						Camanga NHS
Master Teacher I (ELEMENTARY)		P51,304.00 (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 Elementary)	
MTCHR1-570035-2021	BESAGA, NORALYN WOOTON						Kabasalan District
MTCHR1-570093-2003	GADIAN, JENNIFER FAMADICO						Kabasalan District
MTCHR1-570080-2003	GOBRIN, LEONIDA PETEROS						Mabuhay District
MTCHR1-570027-2018	ENOCITA, MERCY TAPE						Mabuhay District
MTCHR1-570100-2003	MAGASO, CORNELIA MAGBANUA						Malangas 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	PAYE, JUDITH						Diplahan District
MTCHR1-570106-2003	GARCIA, MA. ELLEN GREGORIO						Diplahan District Tungawan District
MTCHR1-570034-2003	VACARO, RODELYN ROSE						Tungawan District
MTCHR1-570033-2009	COLE, VIRGIE BAYA						
MTCHR1-570040-2021	SARMIENTO, MELANIE FAJARDO						Olutanga District
MTCHR1-570163-2003	ESPIRITU, MARIANITA BABIERA						Olutanga District
MTCHR1-570080-2003	TAMBILING, REYFE LADERA						Ipil District
MTCHR1-570069-2020	DELMO, ARTHUR MANINANTAN						Ipil District
MTCHR1-570078-2003	CAITUM, MARIA PILAR BUTIGAN						Ipil District
MTCHR1-570041-2017	BOAC, ELIEZER LADRILLO						Siay District
MTCHR1-570124-2003	APDUHAN, EVELYN LAPURA						Payao District
MTCHR1-570067-2020	PARAS, EMELITA COMIE						Siay District
Master Teacher II (Senior High School)		P56,390.00 SG19	Master's degree in a relevant strand/subject plus 18 units in education / Master's degree in a relevant strand/subject	5 years of experience in teaching in a relevant strand/subject, and 1 year of experience in instructional supervision and technical assistance to teachers	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	RA 1080, as amended (Teacher-Secondary for permanent appointments	
MTCHR1-570012-2016	LABIANO, MARY ANN BOHOL						Titay NHS-SHS

					Or Completion of NEAP requisite professional development program for Career Stage III (Highly Proficient Teacher) Or National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical – vocational course(s) of specialization		
Master Teacher I (SECONDARY) **MTCHR1-570072-2021 (ARPAN)** **MTCHR1-570057-2014 (SCIENCE)** **MTCHR1-570046-2022 (ENGLISH)** **MTCHR1-570089-2018 (ENGLISH)** **MTCHR1-570090-2020 (ESP)** **MTCHR1-570017-2006 (TLE)** **MTCHR1-570081-2020 (SCIENCE)** **MTCHR1-570144-2019 (TLE)**	GONZALES, CLARISSE PANTAG PASCULADO, RAUL CORTEZ LUATON, LODGEMAR SALVA VILLACERAN, ANACLETO PADILLA RIVERO, EDITHA TAYAG KILAT, ROSA LUMACTOD BIOCO, MERIAM LOPEZ MERCADO, WINDELL ARTH JUNTILLA	P51,304.00 (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)	Gango NHS Buug NHS Guintoloan NHS Tungawan NHS Tungawan NHS Olutanga NHS La dicha NHS Diplahan NHS
Nurse II **NURS2-570004-2021**	OLEGARIO, ELAINE CAJATOL	P43,4560	Bachelor's degree in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080 (Nurse)	Division of Senior High School

Administrative Officer II **ADOF2-570146-2022** **ADOF2-570096-2021** **ADOF2-570159-2020** **ADOF2-570014-2023**	DIMLA, JANUS IVAN RICHARD DEAONTOY TIWANAC, ROBERTSON ORQUILLAS DUPO, MANUELITA MAGBANUA LUZA, DALTON JAY LAGURA	P30,024.00 SG 11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Elementary Education
Project Development Officer I **PDO1-570025-2016** **PDO1-570048-2023**	JUMAO-AS, CHERRIE MAE PELEYO ANTIGUA, DARLENE GAY C.	P30,024.00 SG 11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Elementary Education
Administrative Assistant II (Cashier) **ADAS2-570153-2016**	PESCANTE, SUMMER D.	P21,448.00	Completion of 2 years of studies in college	1 year of relevant experience	4 hours of relevant training	CS (Subprofessional) First-level eligibility	OSDS- Cash Section
Administrative Assistant I (Budget) **ADAS1-570044-2014.**	ESTRADA, JANET V.	P20,110.00	Completion of 2 years of studies in college **Preferred: BS Accountancy**	1 year of relevant experience **With Experience in Financial Management**	4 hours of relevant training **Relevant experience in Budget**	CS (Subprofessional) First-level eligibility	OSDS
Administrative Aide IV (Clerk II) **ADA4-570027-2004**	BALOYO, MILDAN	P16,833.00	Completion of 2 years of studies in college	None Required	None Required	CS (Subprofessional) First-level eligibility	Siay NHS
Administrative Aide IV **ADA4-570058-2014**	TOTO, MOBIN JAMILON	P16,833.00	Completion of 2 years of studies in college	None Required	None Required	CS (Subprofessional) First-level eligibility	OSDS

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
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. Under the three-year transitory measures of Section 28 of DepEd Order No. 34 s. 2025, teachers who do not fully meet the performance requirements for the position applied for promotion may still be considered for promotion, whether through natural vacancy or reclassification, a **MAXIMUM OF THREE PPST OBJECTIVES** shall be authorized for inclusion and to be reflected in the Teacher's Commitment Form to be treated on the IPCRF for the current school year. This means that consideration may only be granted to teachers whose performance ratings are one level below the required PPST indicator performance level.

   This means that:

   i. If the required PPST Indicator rating is ***Outstanding***, a ***Very Satisfactory (VS)*** may still be accepted.
   ii. If the required PPST Indicator rating is ***Very Satisfactory (VS)***, a rating of ***Satisfactory*** may still be accepted.

4. 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.

5. 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 2025) and Work Experience Sheet – 1 copy
d. Photocopy of valid and updated PRC License/ID – 1 copy
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/Merit

Awards 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:

- 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 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

6. 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 grounds for disqualification.

7. Deadline of submission to the District Office shall be on or before **January 9, 2026 (Friday) @ 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 5a to 5j) on the set deadline indicated in this Memorandum shall not be included in the pool of official applicants.

8. 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 **January 14, 2026 (Wednesday) @ 5:00 in the afternoon**.

9. 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, DepEd Order No. 19 s. 2025 and DepEd Order No. 24 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) Master Teacher I (SG 18)	Education	10
	Training	10
	Experience	10
	Performance	30
	PPST COIs (Classroom Observation)	25
	PPST NCOIs (Portfolio Annotations and BEI)	15
	TOTAL	**100**

School Administration	Criteria	Points
School Principal IV (SG 22) School Principal III (SG 21) School Principal II (SG20) School Principal I (SG19)	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	SG 1-9
Nurse II (SG 16) Administrative Officer II (SG 11) Administrative	Education	5	5
	Training	10	5
	Experience	15	20
	Performance	20	20
	Outstanding Accomplishments	10	10
	Application of Education	10	10
	Application of L&D	10	10
	Potential (Written Test, BEI, Sample Test)	20	20
	TOTAL	**100**	**100**

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

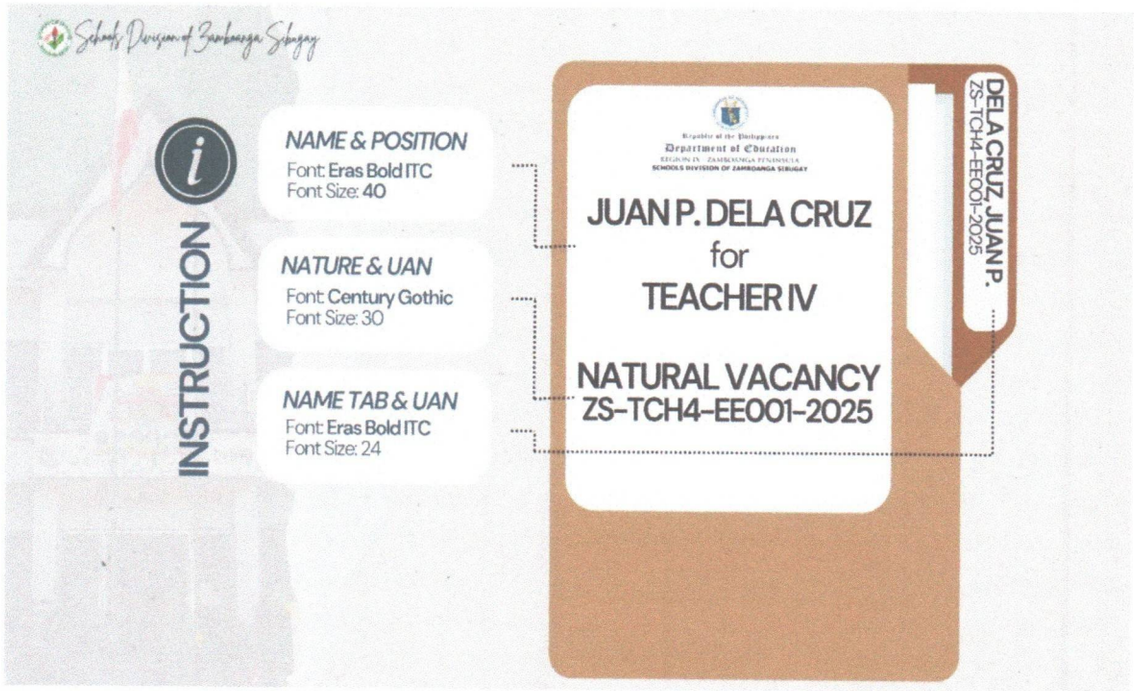
Chairman:
MA. COLLEEN L. EMORICHA, *EdD, CESO VI, ASDS*
DR. OLIVER B. TALAOC, *Chief, SGOD*
Alternate: ROSMINDO L. ANCHETA Jr.,, EPS -SGOD
RODOLF JOHN T. RODRIGUEZ, Chief, CID
Alternate: ROSEMARIE E. DIOCARES, *EPS - LRMDS*
ALMA FRAULEIN M. GARCIA, *SEPS – HRD, President of Division NEU*
Alternate: ELLEN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

Secretariat: PERSONNEL SECTION

11. 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.

- Orange Folder for Public School District Supervisor
- Yellow Folder for School Principal I-IV
- Red Folder for Master Teacher II
- Blue Folder for Master Teacher I
- Pink Folder for Nurse II
- Green Folder for Administrative Officer II
- Violet Folder for Project Development Officer I
- Brown Folder for Administrative Assistant I and II
- White Folder for Administrative Aide IV

12. Applicants should follow the format of the folder to better facilitate the process in evaluating and assessing of documents as follows:



13. Applicants 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).

14. 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).

15. 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. 34 s. 2025

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

ZS-DM-OSDS-PER-2025-12-096-0
RRAR-20251223

Annex C

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.