



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

12 January 2026

**DIVISION MEMORANDUM**

No. 020, s. 2026

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE  
ASSESSMENT OF HEAD TEACHER POSITION**

TO: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Section Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Non-Teaching Personnel  
All Others Concerned

1. The Schools Division Office hereby announces the submission of the pertinent documents of applicants for the positions of Head Teacher I, Head Teacher II, and Head Teacher III at the secondary level, as previously published prior to the release of the Expanded Career Progression (ECP) Program, from various schools (*Enclosure 1*).
2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
  - 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)
  - 3.2 All interested qualified applicants shall submit their pertinent papers at their respective Sub-Office, with respective Document Tracking System (DTS) number arranged as follows:
    - a. Letter of intent addressed to the Schools Division Superintendent. Please include the position you are interested in applying for.
    - b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent



**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City

**Telephone:** (043) 722-1840 / 722-1796

**Email Address:** deped.batangas@deped.gov.ph

**Website:** www.depedbatangas.com





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Form pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form (Annex C) notarized by authorized official;

- c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
- d. Photocopy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License
- 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 applicable;
- f. Photocopy of Certificate/s of training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable; and
- j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.

4. Please be guided by the following attached enclosures to this Division memorandum:

4.4 Enclosure No 2 The Qualifications Standard (QS) of the positions.

4.5 Enclosure No 3 Assessment Plan

4.7 Enclosure No 4 Schedule of Comparative Assessment of HT Applicants

4.8 Enclosure No 5 Checklist of Requirements (Annex C)

4.9 Enclosure No. 3 (pages 1-16) of DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of School Administration Positions shall be used in the evaluation of documents of Head Teacher positions.

- 5. Application documents shall be accepted until **January 20, 2026** until 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.
- 6. Applicants are advised to register at this link; **[bit.ly/SDOBATANGAS-HIRING](https://bit.ly/SDOBATANGAS-HIRING)** until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the



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7. No additional documents shall be accepted after the scheduled deadline. Applicants who failed to submit complete mandatory documents on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants.
8. For applicants who opt to retain their scores in the last comparative assessment they may signify their intent in writing addressed to the Schools Division Superintendent (SDS). For those who wish to update their scores, they shall submit their documents and must undergo the process of comparative assessment.
9. The HRMPSB Secretariat shall schedule the date, time, and venue of the comparative assessment through clustering depending on the number of applicants per Sub-Office.
10. Please refer to the DepEd Order 7 s 2023 for clarification regarding the hiring guidelines. entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
11. For further clarifications you may contact the Schools Division Office-Personnel Section through telephone number: (043)722-1437 or email at [sdobatangas.hiring@deped.gov.ph](mailto:sdobatangas.hiring@deped.gov.ph)
12. Wide and immediate dissemination of this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent 

JBP/ Call for Submission for Head Teacher Position/  
22-148507/ 01/12/2026





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*Enclosure No. 1. Secondary Schools*

Banoyo Integrated National High School	San Luis	OSEC-DECSB-HTEACH1-270197-2020	HEAD TEACHER I
Calubcub I National High School	San Juan East	OSEC-DECSB-HTEACH1-270109-2022	HEAD TEACHER I
Catandaan Yabut National High School	Nasugbu East	OSEC-DECSB-HTEACH1-270018-2016	HEAD TEACHER I
Dr. Bonifacio A. Masilungan Integrated National High School	San Jose	OSEC-DECSB-HTEACH2-270088-2020	HEAD TEACHER II
Balete National High School	Balete	OSEC-DECSB-HTEACH3-240768-1998	HEAD TEACHER III
Bauan National Agricultural and Vocational High School	Bauan West	OSEC-DECSB-HTEACH3-240769-1998	HEAD TEACHER III
Bilaran National High School	Nasugbu East	OSEC-DECSB-HTEACH1-270057-2019	HEAD TEACHER I
Coral na Munti National High School	Agoncillo	OSEC-DECSB-HTEACH3-270052-2020	HEAD TEACHER III
Dagatan Integrated National High School	Taysan	OSEC-DECSB-HTEACH3-240772-1998	HEAD TEACHER III
Looc National High School	Nasugbu East	OSEC-DECSB-HTEACH1-270204-2020	HEAD TEACHER I
Maabud National High School	San Nicolas	OSEC-DECSB-HTEACH1-270019-2015	HEAD TEACHER I
Maabud National High School	San Nicolas	OSEC-DECSB-HTEACH1-270058-2022	HEAD TEACHER I
Pansol Integrated National High School	Padre Garcia	OSEC-DECSB-HTEACH3-240006-2002	HEAD TEACHER III
Payapa National High School	Lemery	OSEC-DECSB-HTEACH3-270016-2022	HEAD TEACHER III
San Pascual National High School	San Pascual	OSEC-DECSB-HTEACH1-270069-2024	HEAD TEACHER II
Sico 1.0 Integrated National High School	San Juan West	OSEC-DECSB-HTEACH1-270028-2021	HEAD TEACHER I
Sta. Teresita National High School	Sta. Teresita	OSEC-DECSB-HTEACH2-270048-2022	HEAD TEACHER II
Balayan National High School	Balayan East	OSEC-DECSB-HTEACH3-270026-2011	HEAD TEACHER III
Dr. Juan A. Pastor Integrated National High School	Ibaan	OSEC-DECSB-HTEACH3-240776-1998	HEAD TEACHER III
Dr. Juan A. Pastor Integrated National High School	Ibaan	OSEC-DECSB-HTEACH4-270014-2021	HEAD TEACHER IV
Wenceslao Trinidad Memorial National High School	Laurel	OSEC-DECSB-HTEACH3-240530-1998	HEAD TEACHER III



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*Enclosure No. 2 The Qualification Standards of the Position for Secondary Level*

	<b>Position</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
CSC Prescribed Qualification	Head Teacher I	Bachelor of Secondary Education/ Bachelor's Degree w/ 18 professional education units w/ appropriate field of specialization	Twenty-four (24) hours of relevant training	TIC for 1 year/Teacher for 3 years	RA 1080 (Teacher)
	Head Teacher II	Bachelor of Secondary Education/ Bachelor's Degree w/ 18 professional education units w/ appropriate field of specialization	Twenty-four (24) hours of relevant training	HT for 1 year /Teacher for 4 years	RA 1080 (Teacher)
	Head Teacher III	Bachelor of Secondary Education/ Bachelor's Degree w/ 18 professional education units w/ appropriate field of specialization	Twenty-four (24) hours of relevant training	HT for 2 years/Teacher for 5 years	RA 1080 (Teacher)





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*Enclosure No .3 Assessment Plan*

<b>Activities</b>	<b>Responsible</b>	<b>Indicative Schedule</b>	<b>No of Working Days</b>
Publication/Posting Period	HRMO	-	N/A
Last day of Receiving of Application	Records Section	January 20, 2026	N/A
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	January 21-23, 2026	3
Preparation of letter to the applicant if they are qualified or not with the information of schedule for next hiring process			
Submission of Shortlist of qualified applicants to the HRMPSB	HRMO	January 25, 2026	1
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat		
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	January 26, 2026	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	January 28, 2026	1
Signing of CAR	HRMPSB/ HRMO/ Secretariat	January 28, 2026	0
Submission of the final CAR and CAR-Registry of Qualified Applicants to the Schools Division Superintendent for other instruction- such as conduct of Background investigation	HRMO Upon the request of Appointing Authority	January 29, 2026	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	January 28, 2026	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	February 02, 2026	1
<b>TOTAL</b>			<b>9</b>

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

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 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 deadline of submission, 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, such as but not limited to:			
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.