



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

10 March 2025

**DIVISION MEMORANDUM**

No. \_\_\_\_\_, s. 2025

**CALL FOR SUBMISSION OF APPLICATION FOR THE RECRUITMENT,  
SELECTION, AND APPOINTMENT TO HIGHER TEACHING  
(TEACHER II & III) FOR SY 2025-2026**

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. In consonance with DepEd Order No. 0 020, s. 2024 – “Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching,” the Schools Division Office (SDO) Batangas Province announces the recruitment, selection, evaluation, and ranking of all higher teaching (Teacher II and III) positions in the Elementary, Junior High School and Senior High School Level.
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 of applicants, 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. The activities and the dates for the entire process shall be as follows:

| DATE                       | ACTIVITIES  | PERSONS RESPONSIBLE  |
|----------------------------|---|--|
| March 12 - 22, 2025        | <ul style="list-style-type: none"><li>• Submission of documents to School Screening Committee</li><li>• Registration for higher teaching position will be provided by the Sub-Office with code: suboffice-level-applicant'scode-2025 e.g. alitagtag-elem-001-2025</li></ul> | Teacher-Applicant/<br>School Head/<br>District Sub-Committee Members                                     |
| March 25 to April 12, 2025 | <ul style="list-style-type: none"><li>• Initial Evaluation of the Qualification of Applicants</li><li>• Sub Office comparative assessment of Qualified Applicants</li></ul>   | District Sub-Committee Members   |
| April 14-27, 2025          | <ul style="list-style-type: none"><li>• Submission of comparative assessment to the Division</li></ul>  | District Sub-Committee Members<br>Division Sub Committee<br>(Sub Office)/Division<br>Selection Committee |
| April 28-30, 2025          | Division's Consolidation of Comparative Assessment Results/<br>Preparation of RQA   | HRMPSB Secretariat   |
| May 02, 2025               | Submission of Registry of Qualified Applicants to the Appointing Authority  | Division Selection Committee   |





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4. For ease of consolidation and retrieval, the following steps shall be undertaken upon submission to the Division Office:
  - 4.1 All interested qualified applicants are advised to hand-in the application documents to the Submission of documents to the School Head following the 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 pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form; Annex C (*Enclosure 1*) **notarized by authorized official;**
  - 4.2 The District Sub-Committee Members shall submit the Initial Evaluation Result (*Enclosure 2*) of the Qualification of Applicants signed by the authorized signatory in the District.
  - 4.3 The Comparative Assessment Result (*Enclosure 3*) must be properly validated and signed by the members of the District Sub-Committee. There shall be separate RQA for Kindergarten, Elementary, Special Education Teacher, and Junior High School per subject area, and Senior High School per track, to be forwarded to the Division Office.
  - 4.4 External applicants may apply to higher teaching position provided that they meet the required Qualification Standards of the position
  - 4.5 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.
  - 4.6 The RQA approved by the Superintendent will be the official Registry of Qualified Applicants for Teacher I for School Year 2025-2026.
5. Please be guided by the following attached enclosures to this Division memorandum:
  - 5.1 Enclosure No 1 Checklist of Requirements (Annex C)
  - 5.2 Enclosure No 2 Initial Evaluation Result (IER) for Higher Teaching Position
  - 5.3 Enclosure No 3 Comparative Assessment Result (CAR)
6. Please refer to DepEd Order 020 s. 2024 entitled "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions.
7. For further clarifications you may contact the Schools Division Officer-Personnel Section through telephone number: (043)722-1437 or email at [sdobatangas.personnel@deped.gov.ph](mailto:sdobatangas.personnel@deped.gov.ph)
8. Wide and immediate dissemination of this memorandum is desired.

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

JBP/ Call for Submission for Higher Teaching Position/  
R2-141346/ 03/10/2025

# **CHECKLIST OF REQUIREMENTS**

Annex C-1

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<br>(To be filled-out by the applicant;<br>Check if submitted) | Verification<br>(To be filled-out by the HRMCO/HR Office/sub-committee) |         |
|--|--|---|---------|
|  |  | Status of Submission<br>(Check if complied)                             | Remarks |
| a. Letter of intent addressed to the SDS   |  |   |         |
| b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)  |  |   |         |
| c. Photocopy of Voter's ID and/or any proof of residency   |  |   |         |
| d. Photocopy of valid and updated PRC License/ID   |  |   |         |
| e. Photocopy of Certificate of Board Rating  |  |   |         |
| f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)   |  |   |         |
| g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable   |  |   |         |
| h. Photocopy of latest appointment (for those applying for promotion)  |  |   |         |
| i. Photocopy of certificate/s of relevant specialized trainings or professional development programs   |  |   |         |
| j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable   |  |   |         |
| k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position) |  |   |         |
| l. Checklist of Requirements, CAV, Data Privacy Consent Form   |  |   |         |
| m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOs  |  |   |         |

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", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where 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.





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Annex D-1

**INITIAL EVALUATION RESULT (IER) FOR HIGHER TEACHING POSITION**

Position: \_\_\_\_\_  
Salary Grade and Monthly Salary: \_\_\_\_\_  
Qualification Standards:

**Education**  
**Training**  
**Experience**  
**Eligibility**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place of Assignment \_\_\_\_\_  
Date of Validation \_\_\_\_\_  
Place of Validation \_\_\_\_\_

| No. | Application Code | Names of Applicant | Personal Information |     |     |              |          |            |              |               |             | Education | Training |       | Experience |       |  | Remarks     |                                |
|-----|------------------|--------------------|----------------------|-----|-----|--------------|----------|------------|--------------|---------------|-------------|-----------|----------|-------|------------|-------|--|-------------|--------------------------------|
|     |                  |                    | Address              | Age | Sex | Civil Status | Religion | Disability | Ethnic Group | Email Address | Contact No. |           | Title    | Hours | Details    | Years |  | Eligibility | QS (Qualified or Disqualified) |
|     |                  |                    |                      |     |     |              |          |            |              |               |             |           |          |       |            |       |  |             |                                |
|     |                  |                    |                      |     |     |              |          |            |              |               |             |           |          |       |            |       |  |             |                                |
|     |                  |                    |                      |     |     |              |          |            |              |               |             |           |          |       |            |       |  |             |                                |

**Notes and Instructions for the HRMO:**

- a) For the purpose of posting the IER, columns D to M shall be concealed in accordance with RA No. 10163 (Data Privacy Act). The only information that shall be made public are the application codes, qualifications of the applicants in terms of Education, Training, Experience, Eligibility, and Competency (if applicable), and remark on whether Qualified or Disqualified
- b) If the information does not apply to the applicant, please put N/A.

Prepared and certified correct by:

Human Resource Management Officer  
Date: \_\_\_\_\_



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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**COMPARATIVE ASSESSMENT RESULT FOR HIGHER TEACHING POSITION**

**Position:** \_\_\_\_\_  
**Office/Bureau/Service/Unit where the vacancy exists:** \_\_\_\_\_  
*As Per DepEd Order No. 005 series 2023*

**Plantilla Item Number:** \_\_\_\_\_  
**Date of Final Deliberation:** \_\_\_\_\_

| Name Of Applicant | Application Code | Comparative Assessment Results |                   |                     |                      |   |  |             | Remarks | For Background Investigation (Y/N) |    | For Appointment<br>(To filled-out by the Appointing Officer/ Authority; Please sign opposite the name of the applicant) | For probation<br>Please identify period of Probation (6 months or 1 year) if nature of appointment falls under the purview of Item 73 of DO NO. 19, S. 2022 |
|-------------------|------------------|--------------------------------|-------------------|---------------------|----------------------|---|--|-------------|---------|------------------------------------|----|---|---|
|                   |                  | Education (10 pts)             | Training (10 pts) | Experience (10 pts) | Performance (30 pts) | PPST COIs (Classroom Observation/ Demo Teaching) (25 pts) | PPST NCOIs (Portfolio Annotation and BEI) (15 pts) | Total (100) |         | Yes                                | No |   |   |
|                   |                  |                                |                   |                     |                      |   |  |             |         |                                    |    |   |   |
|                   |                  |                                |                   |                     |                      |   |  |             |         |                                    |    |   |   |
|                   |                  |                                |                   |                     |                      |   |  |             |         |                                    |    |   |   |
|                   |                  |                                |                   |                     |                      |   |  |             |         |                                    |    |   |   |
|                   |                  |                                |                   |                     |                      |   |  |             |         |                                    |    |   |   |

Prepared by the HRMP SB  
(All members should affix signature)

Appointment conferred by:

\_\_\_\_\_  
HRMP SB Member

\_\_\_\_\_  
HRMP SB Member

\_\_\_\_\_  
HRMP SB Member

\_\_\_\_\_  
HRMP SB Member

\_\_\_\_\_  
HRMP SB Member

\_\_\_\_\_  
Appointing Authority

**Notes and Instructions for the HRMO:**

- a) For posting the CAR, **Column C (Name of the applicant) and Columns N to R (Remarks to Probation status)** shall be concealed in accordance with RA No. 10163 (Data Privacy Act). The only information that shall be made public are the Application Code, Comparative Assessment Results (Component from Education to Potential) and the total scores of the applicants.
- b) If the information does not apply to the applicant, please put N/A.
- c) Applicants who failed to appear in any phase of the Open Ranking process and other evaluative assessments, and/or have withdrawn their application shall be provided with a notation beside the application code (e.g., withdrawn application, etc.)



**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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