



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

25 May 2026

DIVISION MEMORANDUM

No. 261, s. 2026

**CALL FOR SUBMISSION OF PERTINENT DOCUMENTS FOR THE
COMPARATIVE ASSESSMENT OF HIGHER TEACHING (TII & TIII) AND
SPECIAL EDUCATION TEACHER III FOR SY 2026-2027**

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. 020, s. 2024 – “Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions” – which governs the appointment procedures for Teacher II, Teacher III at the elementary, junior high school, and senior high school levels and Special Education III positions in elementary school, the Schools Division Office (SDO) of Batangas Province announces the conduct of recruitment, selection, assessment, and ranking process. This process specifically applies to schools and sub-offices where the previous list of qualified applicants for higher teaching positions has already been exhausted or depleted.
2. All qualified applicants, pursuant to DepEd Order No. 19, s. 2025, are encouraged to submit the necessary documentary requirements and participate in the forthcoming process in accordance with the standards, procedures, and timelines prescribed by the Schools Division Office (SDO) and the said DepEd Order.
3. 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.
4. All candidates who may not be accommodated for reclassification, including those who did not meet the cut-off score, are not precluded from applying for any vacant position, subject to the applicable RSA Guidelines. Should they opt to apply for an equivalent vacant teaching position, candidates shall be allowed to carry over their CAREER scores and/or update their credentials without undergoing the entire assessment process, provided that they submit a letter of intent and updated performance ratings compliant with the performance requirements of the position applied for. **Further, the letter of intent should indicate the preferred level and area of specialization.**



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5. The activities and the dates for the entire process shall be as follows:

DATE	ACTIVITIES	PERSONS RESPONSIBLE
May 25 to June 04, 2026	<ul style="list-style-type: none">Start of submission of documents to School Screening CommitteeRegistration for higher teaching position will be provided by the Sub-Office with code: suboffice-level-applicant'scode-2025 e.g. alitagtag-elem-001-2025	Teacher-Applicant/ School Head/ District Sub-Committee Members
	<ul style="list-style-type: none">Initial Evaluation of the Qualification of ApplicantsSub Office comparative assessment of Qualified Applicants	District Sub-Committee Members
July 10, 2026	<ul style="list-style-type: none">Submission of comparative assessment to the Division and uploading through online link https://tinyurl.com/higherteaching2627	District Sub-Committee Members Division Sub Committee (Sub Office)/Division Selection Committee
	Division's Consolidation of Comparative Assessment Results/ Preparation of RQA	HRMPSB Secretariat
July 11, 2026	Submission of Registry of Qualified Applicants to the Appointing Authority	Division Selection Committee

6. The Classroom Observable. Indicators (COIs) can be done during actual classroom teachers; Non-Classroom Observable Indicators (NCOIS) be conducted after class hours.

7. For ease of consolidation and retrieval, the following steps shall be undertaken upon submission to the Division Office:

7.1 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;**

7.2 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.

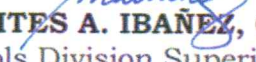
7.3 The Comparative Assessment Result (*Enclosure 3*) must be properly validated and signed by the members of the District Sub-Committee. There shall be separate RQA for Elementary, Special Education Teacher, and Junior High School per subject area, and Senior High School per track, to be forwarded to the Division Office.

7.4 External applicants may apply to higher teaching position provided that they meet the required Qualification Standards of the position



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- 7.5 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.
- 7.6 The comparative assessment approved by the Superintendent will be the official Registry of Qualified Applicants for Teacher II and Teacher III and SPET III for School Year 2026-2027.
8. Please be guided by the following attached enclosures to this Division memorandum:
 - 8.1 Enclosure No 1 Checklist of Requirements (Annex C-I)
 - 8.2 Enclosure No 2 Initial Evaluation Result (IER) for Higher Teaching Position
 - 8.3 Enclosure No 3 Comparative Assessment Result (CAR)
9. Please refer to DepEd Order 020 s. 2024 entitled "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions and DepEd Order No. 19 s. 2025 – "Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions
10. For further clarifications you may contact the Schools Division Officer-Personnel Section through telephone number: (043)722-1437 or email at sdobatangas.hiring@deped.gov.ph
11. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl.: Enclosure No. 1 Checklist of Requirements (Annex C-I)
Enclosure No 2 Initial Evaluation Result (IER) for Higher Teaching Position
Enclosure No 3 Comparative Assessment Result (CAR)

Reference: DepEd Order 020 s. 2024 entitled "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions.
DepEd Order No. 19 s. 2025 – "Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions

To be indicated in the Perpetual Index under the following subject: Issuances-Office Memorandum

JBP/ DM-Recruitment-Selection-to Higher Teacher Position SY 2026-2027
R2-151865 / 05/25/2026



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

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 1025)			
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 NCOIs			

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.

Electronic copy to be submitted to the CSC FO must
be in MS Excel format

Republic of the Philippines
(Select Agency Name)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the (Select Agency Name) in the CSC website:

_____ HRMO

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1										
2										

Interested and qualified applicants should signify their interest in writing. Attach the following documents, along with the documentary requirements listed in the applicable guidelines, to the application letter and send to the address below not later than (**deadline of submission**).

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HRMO

(Position Title)

(Office Address)

mail@agency.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

INITIAL EVALUATION RESULT (IER)

Position: _____
 Salary Grade and Monthly Salary: _____
 Qualification Standards:
 Education _____
 Training _____
 Experience _____
 Eligibility _____

No.	Application Code	Names of Applicant	Personal Information							Education	Training		Experience		Eligibility	Remarks	
			Address	Age	Sex	Civil Status	Religion	Disability	Ethnic Group		Email Address	Contact No.	Title	Hours			Details
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	

Prepared and certified correct by:

 (Name and signature)
 Human Resource Management Officer
 Date: _____

Notes and Instructions for the HRMO:
 a) For the purpose of posting the IER, columns D to H shall be completed 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.