



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

30 June 2025

DIVISION MEMORANDUM

No. 318, s. 2025

**CALL FOR SUBMISSION OF ADDITIONAL APPLICATION FOR COMPARATIVE
ASSESSMENT TO HIGHER TEACHING POSITION (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. 020, s. 2024 – “Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions” – which governs the appointment procedures for Teacher II and Teacher III positions at the elementary, junior high school, and senior high school levels, the Schools Division Office (SDO) of Batangas Province announces the conduct of an additional comparative assessment 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 are encouraged to submit the necessary documents and participate in the upcoming process, in accordance with the standards and timelines set forth by the SDO and the 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. The activities and the dates for the entire process shall be as follows:

DATE	ACTIVITIES	PERSONS RESPONSIBLE
July 1-11, 2025	<ul style="list-style-type: none">• Start of submission of documents to School Screening Committee• 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 (elem) e.g. alitagtag-school-001-2025 (jhs)	



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July 12-18, 2025	e.g. alitagtag-school-001-2025 (shs) <ul style="list-style-type: none">• Initial Evaluation of the Qualification of Applicants• Sub Office comparative assessment of Qualified Applicants	
July 21-25, 2025	Consolidation of CAR-RQA. Encode the scores to this link For Encoding of score: https://tinyurl.com/higherteaching2025 For Uploading of Sub Office Comparative Assessment signed by the District Sub Committee Members: https://tinyurl.com/uploadcomparative	HRMPSB Secretariat
July 31, 2025	Submission of Registry of Qualified Applicants to the Appointing Authority	Division Selection Committee


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

- 5.1 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;**
- 5.2 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.
- 5.3 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.
- 5.4 External applicants may apply to higher teaching position provided that they meet the required Qualification Standards of the position
- 5.5 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.
- 5.6 The RQA approved by the Superintendent will be the official Registry of Qualified Applicants for Teacher I for School Year 2025-2026.



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6. Please be guided by the following attached enclosures to this Division memorandum:
 - 6.1 Enclosure No 1 Checklist of Requirements (Annex C)
 - 6.2 Enclosure No 2 Initial Evaluation Result (IER) for Higher Teaching Position
 - 6.3 Enclosure No 3 Comparative Assessment Result (CAR)
7. Please refer to DepEd Order 020 s. 2024 entitled "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions.
8. 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
9. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

JBP/ DM-Recruitment-Selection-to Higher Teacher Position Additional
R2-144469/ 06/30/2025

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 (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 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 HRMPST 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 as to be usable for subsequent reference.

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	Years		QS (Qualified or Disqualified)	Performance (Met or Not Met)
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 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.

COMPARATIVE ASSESSMENT RESULT (CAR)

Annex I-2

Position: _____

Schools Division Office: _____

Date of Final Deliberation: _____

Name of Applicant	Application Code	COMPARATIVE ASSESSMENT RESULTS							Remarks	For Background Investigation (Y/N)		For Appointment (To filled-out by the Appointing Officer/ Authority; Please sign opposite the name of the applicant)	Status of Appointment (Based on availability of PBET/LET/LEPT)
		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 pts)		Yes	No		
1 Juan C. Dela Cruz													
2													
3													
4													
5													

Prepared by the HRMPSB
(All members should affix signature)

Appointment conferred by:

Name and Position
HRMPSB Member

Name and Position
HRMPSB Member

Name and Position
HRMPSB Chairperson

Name and Position
HRMPSB Member

Name and Position
HRMPSB Member

Name and Position
Appointing Authority