



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

13 July 2026

DIVISION MEMORANDUM

No. 338, s. 2026

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE ASSESSMENT OF
PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS) AND
EDUCATION PROGRAM SUPERVISOR (EPS) 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 School Division Office hereby announces the submission of pertinent papers of applicants for Public Schools District Supervisor (SG 22) in respective Sub-Offices and Education Program Supervisor Position (SG 22) – *Araling Panlipunan* in the School Division Office.
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 are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City 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



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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Consent 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

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:

4.1 Enclosure No. 4 (pages 1-18) of DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Related-Teaching Positions shall be used in the evaluation of documents of Public Schools District Supervisor and Education Program Supervisor.

4.2 Enclosure No 1 The Qualifications Standard (QS) of the positions.

4.3 Enclosure No 2 Duties and Responsibilities of the positions.

4.4 Enclosure No 3 Assessment Plan

4.5 Enclosure No 4 Checklist of Requirements (Annex C)

5. Application documents shall be accepted until **July 27, 2026** at 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.



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6. Applicants are advised to register at this link; **<https://tinyurl.com/relatedteachingapplication2026>** (See attached QR Code) 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 Division's Office Records Section. However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.
7. Applicants shall be notified through their registered email address regarding their qualification status for the position, as well as the schedule of the face-to-face comparative assessment.
8. Please refer to the DepEd Order 7 s for clarification regarding the hiring guidelines. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
9. For further clarifications you may contact the Schools Division Office-Personnel Section through telephone number: (043) 722-1437 or email at sdobatangas.personnel@deped.gov.ph
10. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

JBP/ Call of Submission for Applicants for PSDS/
R2-153466/07/03/2026



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Enclosure 1. Qualification Standards of PSDS

	Education	Training	Experience	Eligibility
Public Schools District Supervisor	Master's Degree of Education or other Relevant Master's Degree	16 hours relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)
Public Schools District Supervisor	Master's Degree of Education or other Relevant Master's Degree	16 hours relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)

The Qualification Standards of EPS – Araling Panlipunan

	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's Degree in Education or other relevant Master's degree with specific area of specialization	Eight (8) hours relevant training	Two (2) years as Principal or two (2) as Head Teacher or two (2) as Master Teacher	RA 1080 (Teacher)
Education Program Supervisor	Master's Degree in Education or other relevant Master's degree with specific area of specialization	Eight (8) hours relevant training	Two (2) years as Principal or two (2) as Head Teacher or two (2) as Master Teacher	RA 1080 (Teacher)



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Enclosure 2. Duties and Responsibilities of PSDS

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Public Schools District Supervisor/ Curriculum Implementation Division	Instructional Supervision • Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices. • Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery. • Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education. Technical Assistance in School Management • Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow-through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as a basis for budgeting and resourcing. • Monitor and evaluate the school's implementation of their plans and submit reports to the Schools Division management team to provide feedback. • Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives. • Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities. • Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed. Monitoring And Evaluation • Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere to the policy and standards using pre-designed M & E and transparency tools.



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- Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.
- Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permitting to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation.

Curriculum Development, Enrichment, And Localization

- Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.

Learning Outcomes Assessment

- Gather results of assessment reports per district and per school, per subject area and analyze performance gaps **to pinpoint** causes and possible interventions to close the gap.
- Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.

Research

- Conduct action research on curriculum implementation, needs, and issues, appropriate interventions for the assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.

Technical Assistance

- Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions.
 - Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.
 - Coach the school head in implementing interventions related to curriculum implementation and instructional delivery.
 - Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.
- a. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.



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Duties and Responsibilities of EPS - Araling Panlipunan

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
MANAGEMENT OF CURRICULUM IMPLEMENTATION	Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.
	Develop together with School M&E the mechanisms, processes, and tools for monitoring, curriculum implementation, and articulation (including vertical and horizontal integration) in the schools division to gauge adherence to standards while implementing innovations.
	Submit (together with School M&E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.
	Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.
	Conduct an evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.
	Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.
	Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	Develop training designs, modules, and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.
	Develop (with School M&E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.
	Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.
	Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.



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LEARNING DELIVERY	Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.
	Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.
LEARNING RESOURCE	Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase the variety of learning resources to support the basic education curriculum.
	Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.
LEARNING OUTCOMES ASSESSMENT	Gather results of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
	Draft policy recommendations related to improving learning outcomes based on findings from studies and reports.
SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES	Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.
	Drafts policy recommendations on curricular support activities for regional adoption.
RESEARCH	Conduct action research on curriculum implementation, needs, and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.
TECHNICAL ASSISTANCE	Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions.
	Coordinate with the PSDS to arrive at a technical assistance plan for each district.
	Coach the school (through the PSDS) in implementing interventions related to curriculum implementation and instructional delivery.
	Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.
	Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.



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Enclosure No .3 Tentative Assessment Plan

Activities	Responsible	Indicative Schedule	No of Working Days
Publication/Posting Period	HRMO		10
Last day of Receiving of Application	Records Section	July 27, 2026	
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	July 28-29, 2026	2
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	July 30, 2026	1
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat	July 31, 2026	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	August 04-05, 2026	2
Check the written exam/ OTJ skill set	HRMPSB/ End-user (Chief)	August 06, 2026	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	August 07, 2026	1
Signing of CAR to the HRMPSB	HRMPSB/ HRMO/ Secretariat	August 10, 2026	1
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	August 11, 2026	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	August 12, 2026	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	August 13, 2026	1
Forward the notification letter to the ASDS/ for initial/ signature	Secretariat	August 14, 2026	1
TOTAL			13



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<https://tinyurl.com/relatedteachingapplication2026>



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

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 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.