



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

20 August 2026

DIVISION MEMORANDUM

No. 415, s. 2026

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE
ASSESSMENT FOR PROJECT DEVELOPMENT OFFICER II (LRMS)**

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. This Office hereby announces the submission of pertinent papers of applicants for **Project Development Officer II (SG 15) position**, to be assigned in **Curriculum Implementation Division- Learning Resources Management Section (LRMS)**.
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 Consent Form pursuant to RA No. 10173 (data



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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 2026) 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 relevant Certificate/s of training taken for the last five (5) years and/or last promotion, 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 1 The Qualifications Standard (QS) of the positions.

4.2 Enclosure No 2 Duties and Responsibilities of the positions.

4.3 Enclosure No 3 Assessment Plan

4.4 Enclosure No 4 Checklist of Requirements (Annex C)

4.5 DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Non-Teaching Positions, Enclosure No. 5 (pages 1-18) shall be used in the evaluation of documents of PDO II position.

5. Application documents shall be accepted until **September 1, 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.



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6. Applicants are advised to register at this link; <https://tinyurl.com/PDO2-LRMDsApplication2026> 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. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, for clarification regarding the hiring guidelines.
9. 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
10. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.: Enclosure No. 1 The Qualifications Standard (QS) of the positions.
Enclosure No 2 Duties and Responsibilities of the positions.
Enclosure No 3 Assessment Plan
Enclosure No 4 Checklist of Requirements (Annex C)

Reference: DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Non-Teaching Positions,
To be indicated in the Perpetual Index under the following subject: Issuances-Office Memorandum

JBP/ CALL FOR SUBMISSION OF APPLICANTS FOR PDO II/
R2-154354/ 07/24/2026



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



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Enclosure 1. The Qualification Standards of the PDO II

	Education	Training	Experience	Eligibility
Prescribed Qualification	Bachelor's degree relevant to the job	4 hours of relevant training	At least 1 year of relevant experience	Career Service Professional (Second Level Eligibility Career Service)
Preferred Qualification	Bachelor's degree relevant to the job	8 hours of relevant training	1 year of relevant experience with Basic knowledge in computer operation (Microsoft Office, Publisher, Adobe Photoshop, etc.) and atleast 1 year experience in Learning Resource Management and Development	Career Service Professional (Second Level Eligibility Career Service)



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Enclosure 2. Key Result Area and Duties and Responsibilities of PDO II Positions

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
LRMDS USER SUPPORT	Provide user support services through the Region LRMDS Helpdesk and effectively respond to routine emails and user/client calls and inquiries.
USER PROBLEMS SOLVED	Analyze user's problem as stated in verbal or written query and identify cause of problem. Provide first-level troubleshooting assistance and escalate problems/issues beyond control to the proper LRMDS Group Assess and escalate serious or unusual problems to the appropriate LRMDS Group for resolution Install, configure and provide instructions on basics of using common office software tools and LRMDS support technologies
LRMDS TRAINING AND UPDATES	Technical support during training Communication on new developments and updates on the system to all users and clients
SYSTEM MAINTENANCE AND TRACKING	Employ basic procedures for user account management and access Prepare monthly report of user/client issues and complaints, status and resolution based on a daily log and analysis of trends, in order to track source of user difficulty as well as areas for systems enhancement for the action of the Systems Administrator. Solicit user feedback and use information to improve the system Perform basic and routine system maintenance such as backup, system start-up, etc. Apply basic security measures for Internet, helpdesk and desktop operations to prevent hacking, virus and other security problems.
LR TEAMS	Provide support in coordinating the formation of the LR Development Teams of the regional office. Coordinate and provide technical and administrative support to the Development Teams in scheduling their meetings and providing feedback on the progress of each team. Document outputs of the Development Teams and manage the files and records for easy retrieval and status report.
LR TECHNICAL COMPETENCIES	Searches and maintains a "Directory of Human Resource" with LR required skills (writers, editors, illustrators, creative and lay out artists, etc.) to provide



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	LR Development teams with ready pool of resources as needed. Coordinates and prepares a draft of the Terms of References of talent and service providers for the LR Development Teams. Coordinates and prepares the draft Contracts for sourced talents and service providers. Coordinates the needs and requirements of contracted service providers to follow through fulfillment of TOR/ contract and payment for their service.
TECHNICAL ASSISTANCE	1 Gather data and provide initial analysis as inputs to TA needs with regard the LRMDs and plans to improve access to learning resources of schools and learning centers Provide technical support in the delivery of interventions to respond to the LR needs of schools and learning centers.



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Enclosure No 3. Tentative Assessment Plan

Activities	Responsible	Indicative Schedule	No of Working Days
Publication/Posting Period	HRMO	August 20-August 30, 2026	N/A
Last day of Receiving of Application	Records Section	September 1, 2026	
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	September 2, 2026	
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 HRMP SB	HRMO	September 3, 2026	
Preliminary Meeting with the HRMP SB and Technical Working Group	HRMO/ HRMP SB/TWG Secretariat	September 3, 2026	
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMP SB/ TWG/Secretariat	September 8, 2026	
Check the written exam/ OTJ skill set	HRMP SB/ End-user (Chief)	September 8, 2026	
HRMP SB deliberation and preparation of Comparative Assessment Result (CAR)	HRMP SB/ HRMO/ Secretariat	September 9, 2026	
Signing of CAR to the HRMP SB	HRMP SB/ HRMO/ Secretariat	September 10, 2026	
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	September 11, 2026	
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	September 11, 2026	
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	September 11, 2026	
Forward the notification letter to the ASDS/ for initial/ signature	Secretariat		
TOTAL			

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