



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

19 Oct 2026

DIVISION MEMORANDUM

No. 510, s. 2026

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE
ASSESSMENT OF NEWLY CREATED INCLUSIVE LEARNING
RESOURCE CENTER (ILRC) POSITIONS**

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. Pursuant to DM-OUHRODI-2026-3866 Creation of Plantilla Positions in Support of the Implementation of Republic Act No.11650, the Department of Budget and Management (DBM) approved the creation of Plantilla positions for the implementation of Republic Act No. 11650, otherwise known as the *Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act*. The Schools Division Office of Batangas is one of the identified divisions with an established Inclusive Learning Resource Center (ILRC).
2. In line with this, the Schools Division Office hereby announces the submission of pertinent documents from interested and qualified applicants for the following **newly created positions under the Inclusive Learning Resource Center (ILRC)**

POSITION	SALARY GRADE
Senior Education Program Specialist (SEPS)	SG 19
Education Program Specialist II (EPS II)	SG 16
Occupational Therapist II	SG 15
Physical Therapist II	SG 15

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, 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.



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4. For ease of consolidation and retrieval, the following steps shall be undertaken:
- 4.1 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)
- 4.2 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 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.



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5. Application documents shall be accepted until **October 29, 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.
6. Applicants are advised to register at this link; **<https://tinyurl.com/relatedteachingapplication2026>** 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. Please be guided by the following attached enclosures to this Division memorandum:
 - 7.1 Enclosure No 1 The Qualifications Standard (QS) of the positions Reference: 1995 QS Manual for DepEd-unique Positions
 - 7.2 Enclosure No 2 Job Summary of the Newly Created Positions under ILRC
 - 7.3 Enclosure No 3 Checklist of Requirements (Annex C)
 - 7.4 Enclosure No. 4 (pages 1-18) of DepEd Order 7, s 2023 entitled Criteria and Point System
8. 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.
9. The recruitment, assessment, selection, and appointment process shall be conducted in accordance with CSC rules and regulations, DepEd Merit Selection Plan, and DepEd Order No. 007, s. 2023, as amended.
10. 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
11. 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) -1995 QS Manual for DepEd-unique Positions
Enclosure No 2 Job Summary of the Newly Created Positions under ILRC
Enclosure No 3 Checklist of Requirements (Annex C)

Reference: DM-OUHRODI-2026-3866 Creation of Plantilla Positions in Support of the Implementation of Republic Act No. 11650

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 THE NEWLY CREATED POSITION-ILRC /
R2-156743/ 10/19/2026



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. Qualification Standards of the Newly Created Positions under the Inclusive Learning Resource Centers (ILRC)

Senior Education Program Specialist (SG 19)

Reference: 1995 QS Manual for DepEd-unique Positions

Prescribed Qualification	
Education	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job
Experience	2 years experience in education research, development, implementation, or other relevant experience
Training	8 hours of relevant training
Eligibility	PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level Position
Preferred Qualification	
Education	With at least Master's degree in Education or its equivalent.
Experience	With at least three (3) years of relevant experience in education, inclusive education, special needs education, or related learner support services With At least three (3) years of supervisory or administrative experience in program management, personnel supervision, implementation, monitoring, and evaluation of education programs or related services Experience in spearheading, organizing, coordinating, and implementing inclusive education programs, projects, and activities
Training	Relevant training in Inclusive Education, Special Needs Education, disability support services, or related fields
Eligibility	PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level Position

Education Program Specialist II (SG 16)

Reference: 1995 QS Manual for DepEd-unique Positions

Prescribed Qualification	
Education	Bachelor's degree in Education or its equivalent
Experience	2 years experience in education research, development, implementation, or other relevant experience
Training	4 hours of relevant training
Eligibility	PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level Position



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Preferred Qualification	
Education	With at least Master's degree in Education or its equivalent.
Experience	Relevant experience in inclusive education, special needs education, literacy intervention, Filipino Sign Language (FSL), Braille literacy, or learner support services. Demonstrated knowledge or skills in at least one of the following areas: Filipino Sign Language and accessible communication, reading assessment and literacy intervention, or Braille literacy and accessible learning resources. Experience in assisting with the planning, organization, coordination, and implementation of inclusive education programs, projects, and activities.
	Knowledge of Individualized Education Program (IEP) development, implementation, monitoring, and coordination with teachers, specialists, and families. Ability to assist the Senior Education Program Specialist in preparing implementation plans, monitoring reports, accomplishment reports, program documentation, and other required ILRC reports.
Training	4 hours of relevant training
Eligibility	PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level Position

Occupational Therapist II (SG 15)

Reference: 1997 Revised QS Manual pursuant to CSC MC No. 1, s. 1997

Education	Bachelor's degree in Occupational Therapy
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080



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Physical Therapist II (SG 15)

Reference: 1997 Revised QS Manual pursuant to CSC MC No. 1, s. 1997

Education	Bachelor's degree in Physical Therapy
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080



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Enclosure 2. Job Summary of the Newly Created Positions under the Inclusive Learning Resource Centers (ILRC)

POSITION / SG	JOB SUMMARY
Senior Education Program Specialist (SEPS) / SG 19	The Senior Education Program Specialist serves as the ILRC Supervisor and is responsible for supervising and monitoring the implementation of ILRC programs, multidisciplinary interventions, and support services for learners with disabilities within the Schools Division Office. The position supervises the implementation of inclusive education systems and ILRC operations through the implementation of the Child Find System, management of referral and support service networks, oversight of multidisciplinary assessment and IEP processes, supervision of technical assistance and capacity-building programs, promotion of research and program innovations, and oversight of transition support services, ensuring that learners with disabilities receive appropriate educational, support, and related services in accordance with Republic Act No. 11650, its Implementing Rules and Regulations, and applicable DepEd policies and standards.
Education Program Specialist II/ SG 16 (FSL Specialist, Braille Specialist, Reading Specialist)	The Filipino Sign Language (FSL) Specialist provides specialized technical expertise and support in Filipino Sign Language (FSL), accessible communication, and inclusive educational services for deaf and hard-of-hearing learners served by the Inclusive Learning Resource Center (ILRC). The position supports Child Find implementation, multidisciplinary assessment, IEP processes, referral services, technical assistance, capacity-building, resource development, and transition support, and works with schools, families, partner agencies, and other stakeholders to promote communication access and meaningful participation in inclusive education in accordance with Republic Act No. 11650, its Implementing Rules and Regulations, and relevant DepEd policies. Or The Reading Specialist provides specialized technical support in literacy assessment, reading intervention, and accessible literacy instruction for learners with disabilities. The position supports Child Find activities, multidisciplinary assessment, IEP implementation, referral services, technical assistance, capacity-building, and resource development, while assisting schools and teachers in improving literacy outcomes and promoting effective participation of learners in inclusive education.



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	Or The Braille Specialist provides specialized technical expertise in Braille literacy, accessible learning resources, assistive technologies, and learning accessibility services for learners with visual disabilities. The position contributes to Child Find implementation, multidisciplinary assessment, IEP development and monitoring, referral coordination, technical assistance, capacity-building, research and innovation initiatives, and transition planning activities. It likewise supports schools and teachers in developing and utilizing accessible learning resources and instructional strategies that promote independent learning, educational participation, and successful inclusion of learners with visual disabilities.
Occupational Therapist II/ SG 15	The Occupational Therapist II provides specialized technical support in occupational therapy, functional assessment, adaptive interventions, and accessibility services for learners with disabilities. The position contributes to Child Find implementation, multidisciplinary assessment, IEP development and monitoring, referral coordination, technical assistance, capacity-building, research initiatives, and transition support, while assisting schools, families, and other stakeholders in promoting learner participation, functional independence, and meaningful access to inclusive education and related services.
Physical Therapist II/ SG 15	The Physical Therapist II provides specialized technical expertise and support in physical therapy, functional mobility, positioning, accessibility, and participation services for learners with disabilities served by the Inclusive Learning Resource Center (ILRC). The position supports the implementation of inclusive education through participation in Child Find activities, multidisciplinary assessment, Individualized Education Plan (IEP) processes, referral services, technical assistance, capacity-building, and transition support. The position collaborates with schools, families, partner agencies, and other stakeholders to promote mobility, physical function, accessibility, participation, and meaningful engagement of learners with disabilities in education and community life.

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.