



Republic of the Philippines
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5.3 Conduct paper evaluation, behavioral event interviews, and examinations;

5.4 Require original documents for verification during ranking;

5.5 Maintain strict compliance with Data Privacy laws.

6. The following are the proposed timelines for the recruitment, evaluation, and selection activities:

Activity	Proposed Date	Time	Venue	Person Responsible
Deadline of Submission and Face to face Identification of Qualified Applicants Issuance of Certificate of Compliance/Non-compliance	June 18, 2026 (Thursday)	8:30 am-12:00 am	BBB Hall	HR personnel Applicants
COI and NCOI Applicants shall bring the score sheet on June	June 19, 2026 (Friday)	8:00 am-12 nn	School/District	Applicants School Head PSDS
Comparative Assessment and Conduct of Behavioral Event Interview (BEI) Face to face Evaluation of Papers	June 23, 2026 (Tuesday)	8:00 am	BBB Hall	HRMPSB Secretariat
Conduct of Background Investigation	June 24, 2026			

7. The composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) is presented below:

Role	Name / Position
Chairperson	JERRY DIMLA CRUZ, DEM, CESO VI Assistant Schools Division Superintendent
Member	RAMON C. PEREZ / ROBERTO R. PANTIG Chief Education Supervisor
Member	PILAR C. IGNACIO Administrative Officer V, OIC-Administrative Officer IV / HRMO II



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Role	Name / Position
Member	School Head/District Supervisor where the vacancy exists
Member	Representative of the Accredited Employees' Union
Secretariat	PATRICIA ROSSELLINI B. GUINTO, DENISE RIVERA, DEMIE ROSE CARAGAY, KIAN DENZELL DELA CRUZ, EVANGELINE GALLARDO

- Late or incomplete submissions shall **not** be entertained.
- Immediate and wide dissemination of this Memorandum is earnestly desired.

FOR:
CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent


JERRY DIMLA CRUZ, DEM, CESO VI
Assistant Schools Division Superintendent

References:
DO No. 020 s. 2024
DepEd Order No. 07, s. 2023
To be included in the Perpetual Index
Under the following:
VACANT POSITIONS
TEACHERS
PROMOTIONS
QUALIFICATIONS



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Enclosure 1 to Division Memorandum No. ____ , s. 2026

Vacant Teaching Positions

ELEMENTARY			
Position Title	Salary Grade	Item Number	Place of Assignment
MASTER TEACHER II	19	OSEC-DECSB-MTCHR2-150267-1998	Mariveles District (Antonio G. Llamas Elementary School)
MASTER TEACHER I	18	OSEC-DECSB-MTCHR1-151735-1998	Dinalupihan West District (Roosevelt Elementary School)
TEACHER III	13	OSEC-DECSB-TCH3-151945-1998	Orani District (Orani South Elementary School)
TEACHER III	13	OSEC-DECSB-TCH3-150789-1998	Orani District (Kaparangan Elementary School)
TEACHER III	13	OSEC-DECSB-TCH3-153726-2022	Mariveles District (Lucanin Integrated School)
TEACHER II	12	OSEC-DECSB-TCH2-150441-2015	Hermosa District (Almacen Elementary School)
TEACHER II	12	OSEC-DECSB-TCH2-151315-2018	Bagac District (Saysain Elementary School)
TEACHER II	12	OSEC-DECSB-TCH2-150073-2024	Pilar District (Pantingan Elementary School)
TEACHER II	12	OSEC-DECSB-TCH2-150186-2022	Dinalupihan West District (Colo Elementary School)
TEACHER II	12	OSEC-DECSB-TCH2-152719-2017	Sta. Lucia High School-Senior High School

JUNIOR HIGH SCHOOL			
Position Title	Salary Grade	Item Number	Place of Assignment
MASTER TEACHER I-TLE(ICT)	18	OSEC-DECSB-MTCHR1-150162-2015	Bonifacio Camacho National High School-JHS
MASTER TEACHER I (TVE-Aquaculture)	18	OSEC-DECSB-MTCHR1-150077-2023	Bataan School of Fisheries
MASTER TEACHER I (MATH)	18	OSEC-DECSB-MTCHR1-150029-2001	Pablo Roman National High School-JHS
TEACHER III	13	OSEC-DECSB-TCH3-150123-2002	Bagac National High School-JHS
TEACHER III	13	OSEC-DECSB-TCH3-150022-2002	Bagac National High School-JHS
TEACHER III	13	OSEC-DECSB-TCH3-150321-2014	Pagalanggang National High School
SPECIAL EDUCATION TEACHER I (ARTS-MEDIA ARTS)	13	OSEC-DECSB-SPET1-150005-2021	Bataan High School for the Arts



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TEACHER II	12	OSEC-DECSB-TCH2-150077-2020	Orani National High School-Main
TEACHER II	12	OSEC-DECSB-TCH2-151743-2016	Orani National High School-Main
TEACHER II	12	OSEC-DECSB-TCH2-150231-2007	Dr. Victoria B. Roman Memorial High School
TEACHER II	12	OSEC-DECSB-TCH2-150497-2017	Mariveles National High School-Camaya
TEACHER II	12	OSEC-DECSB-TCH2-150173-2024	Sta. Lucia High School
TEACHER II	12	OSEC-DECSB-TCH2-150163-2009	Samal National High School
TEACHER II	12	OSEC-DECSB-TCH2-150101-2002	Pablo Roman National High School-JHS

SENIOR HIGH SCHOOL			
Position Title	Salary Grade	Item Number	Place of Assignment
Teacher II (TVL-ICT)	12	OSEC-DECSB-TCH2-150886-2016	B. Camacho National High School-SHS
Teacher II (TVL-Electronics)	12	OSEC-DECSB-TCH2-150291-2017	Bagac National High School-SHS
Teacher II (ACAD)	12	OSEC-DECSB-TCH2-150364-2017	Bagac National High School-SHS
Teacher II (ACAD)	12	OSEC-DECSB-TCH2-150463-2017	E.C. Bernabe National High School-SHS
Teacher II (ACAD)	12	OSEC-DECSB-TCH2-150875-2023	E.C. Bernabe National High School-SHS
Teacher II (ACAD)	12	OSEC-DECSB-TCH2-150872-2023	E.C. Bernabe National High School-SHS
Teacher II (ACAD)	12	OSEC-DECSB-TCH2-150795-2016	Hermosa National High School - SHS
Teacher II (ACAD)	12	OSEC-DECSB-TCH2-150408-2017	Hermosa National High School - SHS
Teacher II (ACAD)	12	OSEC-DECSB-TCH2-150494-2017	Hermosa National High School - SHS
Teacher II (ACAD)	12	OSEC-DECSB-TCH2-150439-2017	Pablo Roman National High School-SHS
Teacher II (ACAD)	12	OSEC-DECSB-TCH2-150448-2017	Pablo Roman National High School-SHS
Teacher II (ACAD)	12	OSEC-DECSB-TCH2-150298-2017	Justice Emilio Angeles Gancayco MHS-SHS
TEACHER II	12	OSEC-DECSB-TCH2-151887-2016	Justice Emilio Angeles Gancayco MHS-SHS



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Enclosure 2 to Division Memorandum No. , s. 2026

CSC Revised Qualification Standards for each position

Position	Education	Experience	Training	Eligibility
Master Teacher II-ELEMENTARY	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	24 hours of training in any of a cumulative of the following: Curriculum, Pedagogy, subject specialization and 8 hours of training in Instructional Supervision within the last 5 years or Completion of NEAP requisite professional development progress for Career Stage III (Highly Proficient Teacher)	RA 1080, as amended (Teacher-Elementary/Secondary)

Position	Education	Experience	Training	Eligibility
Master Teacher I-ELEMENTARY	Master's degree in Education or Educational Leadership, or Educational Management	5 years teaching experience	24 hours of training in any of a cumulative of the following: Curriculum, Pedagogy, subject specialization and 8 hours of training in Instructional Supervision within the last 5 years or Completion of NEAP requisite professional development progress for Career Stage III (Highly Proficient Teacher)	RA 1080, as amended (Teacher-Elementary/Secondary)
Master Teacher I-SECONDARY	or relevant subject or learning area			A 1080, as amended (Teacher-Secondary)



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 1051709

PHILIPPINE QUALITY STANDARD
COMMITMENT TO QUALITY MANAGEMENT (LEVEL II)
2012



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Position	Education	Experience	Training	Eligibility
Teacher III - ELEMENTARY	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	2 years teaching experience	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher III - SECONDARY				RA 1080, as amended (Teacher-Secondary)

Position	Education	Experience	Training	Eligibility
Teacher II - ELEMENTARY	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	1 year teaching experience	8 hours of training in Curriculum, Pedagogy, or Subject Specialization (within last 5 years)	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher II - SECONDARY				RA 1080, as amended (Teacher-Secondary)

Position	Education	Experience	Training	Eligibility
Special Science Teacher I - SHS	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics (STEM) or other applied courses related to science.	None Required	None Required	RA 1080 (Teacher-Secondary)
SPECIAL EDUCATION	Bachelor's Degree	None required	None required	RA 1080, as amended



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Position	Education	Experience	Training	Eligibility
TEACHER I (ARTS MEDIA)	related to any of the arts specialization with atleast 18 professional units in education			(Teacher-Secondary)

Position	Education	Experience	Training	Eligibility
Teacher II (SENIOR HIGH SCHOOL – Academic Track & Core Subjects)	Bachelor’s degree w/ major in relevant subject + 18 prof. units, OR any Bachelor’s degree w/ at least 6 units toward Master’s + 18 prof. units	1 year teaching or industry experience in relevant strand	8 hours training in Curriculum/ Pedagogy/Subject Specialization	RA 1080 (Teacher-Secondary)
Teacher II (SENIOR HIGH SCHOOL- Technical Vocational Track (TVL))	Bachelor’s degree relevant to the area of specialization + 18 prof units in Education; or any Bachelor’s degree and completion of technical-vocational courses in the area of specialization, + 18 prof units in Education	1 year teaching or industry experience in relevant strand	National Certificate (NC II) and Trainer’s Methodology Certificate (TMC) in relevant technical-vocational courses in the area of specialization	RA 1080 (Teacher-Secondary)



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Enclosure 3 to Division Memorandum No. _____, s. 2026

(Fill out all details, must be duly signed by an Atty.)

CHECKLIST OF BASIC REQUIREMENTS

Name of Applicant: _____

Position Applied for: _____

Office of the Position Applied for: _____

Address: _____

Email Address: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirements	Status of Submission (To be filled out by applicant; Check if complied)	Verification (To be filled out by HRMO)	
		Status of Submission (Check if complied)	Remarks
a Letter of intent			
b CSC Form 212 (Revised 2025) in 1 copy with latest 2x2 picture			
c Copy of Updated Eligibility			
d Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable. (For Master Teacher three (3) consecutive years)			
e Copy of rating (if teaching)			
f Transcript of Records			
g Certificate of Employment			
h Certificate of Training			
i Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant (original copy)			

Verified by: _____

Signature Over Printed Name

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.

Subscribed and sworn to before me this _____ day of _____, year _____.

Name and Signature of Applicant

Person Administering Oath



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CSC PRIME-HRM BRONZE AWARD



PHILIPPINE QUALITY AWARD



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Enclosure 4 to Division Memorandum No. , s. 2026

EVALUATION CHECKLIST

Documents as contained in DepEd Order No. 20, s. 2024	Status of Submission (to be filled out by the applicant; Check if submitted)	Verification (to be filled out by HRMO / Secretariat)	
		Status of Submission (check if complied)	Remarks
Education			
Training			
Experience			
Performance Rating			
Outstanding Accomplishments			
1. Outstanding Employee Awards			
2. Research and Innovations			
3. Subject matter expert			
4. Resource Speaker			
5. NEAP accredited learning			
Application of Education			
Application of Learning & Development (L&D)			

Applicant:

Verified by:

Signature over printed name

Signature over printed name