



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

July 7, 2025

DIVISION MEMORANDUM

No. **208**, s. 2025

**CALL FOR APPLICANTS FOR TEACHER II, TEACHER III, MASTER TEACHER I,
AND MASTER TEACHER II POSITIONS UNDER NATURAL VACANCIES AS THE
INITIAL IMPLEMENTATION OF THE EXPANDED CAREER PROGRESSION SYSTEM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Principals-in-Charge
Elementary and Secondary School Heads
School Administrative Officers
All Others Concerned

1. This office hereby announces the Call for Applicant for Teacher II, Teacher III, Master Teacher I, Master Teacher II Positions of the Expanded Career Progression (ECP) for Public School Teachers following the Implementing Rules and Regulations (IRR) of Executive Order No. 174, s. 2022, re: "Establishing the Expanded Career Progression System for Public School Teachers" and DepEd Order 20, s. 2024 or the Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions"

Anchored on the above rules and guidelines, this policy shall cover the grant of authority to the 46 Districts of this School Division to constitute their respective HRMPSB-Sub Committees to conduct of Initial Evaluation of Applications for the following Positions:

Position	Level
Teacher II	Elementary
Teacher II	Secondary Junior High School
Teacher II	Secondary Senior High School
Teacher III	Elementary
Teacher III	Secondary Junior High School
Teacher III	Secondary Senior High School
MT I	Elementary
MT I	Secondary Junior High School
MT I	Secondary Senior High School
MT II	Elementary
MT II	Secondary Junior High School

2. **Composition of the District-based HRMPSB-Sub Committees.**

The District-based HRMPSB-Sub Committee which shall be considered directly under the Division HRMPSB shall comprise of the following:

Designation	Personnel Responsible
Chairperson	Public School District Supervisors/Principals-in-Charge
Members	One (1) school principal where the vacancy exists One (1) head teacher/MT One (1) representative of accredited teacher's/employee's association President
Secretariat	Administrative Officer II

3. Qualification Standards

Interested applicants must possess the following Qualification Standards for Teacher II, Teacher III, Master Teacher I and Master Teacher II Positions:

Position	Level	Education	Training	Experience	Eligibility
Teacher II	Elementary	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)
Teacher II	Secondary Junior High School	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	RA 1080 (Teacher)
Teacher II	Secondary Senior High School	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject (Academic Track)/Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization (TVL Track)	None required (Academic Track)/At least NC* II + TMC** I *Appropriate to the specialization (TVL Track)	None required (Academic Track)/6 months of relevant teaching or 6 months of industry work experience (TVL Track)	RA 1080 (Teacher)
Teacher III	Elementary	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher)
Teacher III	Secondary Junior High School	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	RA 1080 (Teacher)
Teacher III	Secondary Senior High School	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject (Academic Track)/Bachelor's degree; or completion of	4 hours of training relevant to the subject area of specialization (Academic Track)/At least NC* II + TMC** I *Appropriate to the specialization (TVL Track)	1 year of relevant teaching/industry work experience (Academic Track)/1 year of relevant teaching or 1 year of industry work experience (TVL Track)	RA 1080 (Teacher)

		technical-vocational course(s) in the area of specialization (TVL Track)			
MT I	Elementary	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (TEACHER)
MT I	Secondary Junior High School	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)
MT I	Secondary Senior High School	Master's degree in relevant strand/subject (Academic Track)/Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization (TVL Track)	8 hours of training relevant to the subject area of specialization (Academic Track)/At least NC* II + TMC** I *Appropriate to the specialization (TVL Track)	4 years of relevant teaching/industry work experience (Academic Track)/1 year of teaching experience and 6 months of relevant industry work experience (TVL Track)	RA 1080 (Teacher)
MT II	Elementary	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)
MT II	Secondary Junior High School	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)

4. Duties and functions of the District-based HRMPSB Sub-Committee.

The District-based HRMPSB Sub-Committee shall have the following functions in consonance with DepEd Order 20, s. 2024 as authorized by the HRMPSB:

- a. Duties and functions of the District-based HRMPSB Chairman and members:
 - i. Conduct an initial evaluation of applicants' documents vis-à-vis the CSC approved qualification standards, in terms of Education, Experience, Training, Eligibility and Competency.
 - ii. The initial evaluation shall likewise include determination of the applicant's performance based on approved qualifications standards per DBM-DepEd JC 01, s. 2025 Form 1-A and DepEd Order 20, s. 2024
- b. Duties and functions of the District-based HRMPSB Secretariat
 - i. Receive applications for Teacher II to Master Teacher II positions;
 - ii. Check and verify the completeness and veracity of the application documents submitted;
 - iii. Attest by signing the Checklist of Requirements Annex C of DepEd Order 20, s. 2024 – See attached template in place of the Human Resource Management Officer:
 - iv. Record the minutes of the deliberations of the District HRMPSB;
 - v. Prepare the Initial Evaluation Results (IER) Annex D of DepEd Order 20, s. 2024 – See attached template and sign and indicate date in place of the HRMO and
 - vi. Upon completion of the initial evaluation of all applicants, indorse the IER together with all the application document to the Division HRMO within the prescribed timeframe of this memorandum.

5. Submission and Receipt of Application Documents.

All interested and qualified applicants for Teacher II to Master Teacher II positions shall submit the following documentary requirements to their respective District-based HRMPSB Sub-Committee Administrative Officer acting as Secretariat on or before the deadline set by this memorandum. See attached List of Identified Administrative Officer II per District.

- a. Letter intent addressed to GAUDENCIO C. ALJIBE, JR PhD CESO VI, Schools Division Superintendent, Department of Education, Northern Samar Division, Mabini St, Acacia, Catarman, Northern Samar
- b. Duly accomplished Personal Data Sheet (PDS) CSC Form 212, Revised 2017, with Work Experience Sheet;
- 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 applicable);

- g. Photocopy of signed Service Record;
- h. Photocopy of latest appointment
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainer Methodology Certificate (TMC), if applicable; if applicable
- k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit the latest performance rating which shall cover one (1) year complete performance rating period in the current position);
- l. 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), using the attached form (Annex C), sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and further amended by RA No 10755; and
- m. Other documents may be required by the District-based HRMPSB including but not limited to the portfolio for the assessment of identified PPST non-classroom observable indicators (NCOI).

6. Online submission of Application Documents.

Notwithstanding the submission of hard copies of the above enumerated application documents, the applicants must also submit online electronic copies of their application for the purpose of verification as mandated in item 19 of DepEd Order 20, 2024 in the following format to the **link or email portal**:

- a. File Format: Portable Document Format (PDF)
- b. File Name: [Surname_GivenName_MI_PositionApplied]
ex. Delacruz_Juan_D_Teacher II
- c. File Size: at least 100MB

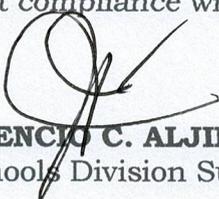
7. Indicative Schedule of Activities

The District-based HRMPSB and Applicants shall strictly adhere to the following schedule of activities:

Activities	Schedule	Responsible Persons
Submission and Receipt of Application Documents to the District-based HRMPSB Sub-committees	July 8-16, 2025	District-based HRMPSB Sub-committee Secretariat (Identified Administrative Officer II)
Conduct of Initial Evaluation of HRMPSB Sub-committees Preparation of Initial Evaluation Results (IER) Annex D of DO 20, s. 2024 and	July 17-25, 2025	District-based HRMPSB Sub-committee

Evaluation of Applicants on all Criteria except the BEI		
Deadline of submission to Division HRMPSB Sub-Committee of Complete Documents and Individual Evaluation Sheet of Applicants	July 30, 2025	District-based HRMPSB Sub-committee Secretariat (Identified Administrative Officer II)

8. Immediate dissemination of and strict compliance with this Memorandum are highly desired.


GAUDENCIO C. ALJIBE, JR, CESO VI
 Schools Division Superintendent

Enclosures

Enclosure 1
Checklist of Requirements Annex C of DepEd Order 20, s. 2024

Enclosure 2
Initial Evaluation Results (IER) Annex D of DepEd Order 20, s. 2024

Enclosure 3
List of identified District based MTs, Head Teachers and Administrative Officer II who attended the Capacity Building on the Expanded Career Progression (ECP) for Public School Teacher who are authorized to be members of the District-based HRMPSB Sub-Committees

References :

Implementing Rules and Regulations (IRR) of Executive Order No. 174, s. 2022, re: "Establishing the Expanded Career Progression System for Public School Teachers"

DepEd Order 20, s. 2024 or the Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions"

DBM-DepEd Joint Circular No 01, s. 2025 or the Modified Position Classification and Compensation Scheme and System in the Career Progression of Teachers and School Heads in the Public Basic Education System.

DepEd Northern Samar
RELEASED

By: AK

Date: JUL 08 2025

Enclosure 3.

List of identified District based MTs, Head Teachers and Administrative Officer II who attended the Capacity Building on the Expanded Career Progression (ECP) for Public School Teacher who are authorized to be members of the District-based HRMPSB Sub-Committees

District	District HRMPSB Sub-Committee Membership	Position
Allen I	Denmark M. Fernandez	District Head
Allen I	Alden Echaluze	Administrative Officer II
Allen I	Jan Jan R. Besarino	Administrative Officer II
Allen I	Rina D. Tan	Elementary School MT
Allen I	Marizel B. Flores	Secondary School MT
Allen II	Agustin B. Estinopo Jr.	District Head
Allen II	Frenciss Q. Martirez	Administrative Officer II
Allen II	Mayfrida C. Llenado	Administrative Officer II
Allen II	Janice E. Galaroza	Elementary School MT
Allen II	Ruena E. Lim	Secondary School MT
Biri	Marivic A. Estavillo	District Head
Biri	Fretti Kelly B. Galvez	Administrative Officer II
Biri	Felipe Paredes Iv	Administrative Officer II
Biri	Melanie B. Paredes	Elementary School MT
Biri	Celyn N. Deculawan	Secondary School MT
Bobon	Racquel G. Perfas	District Head
Bobon	Wenzy Chan	Administrative Officer II
Bobon	Ronnie Tagros	Administrative Officer II
Bobon	Ruth Miranda	Elementary School MT
Bobon	Evelyn J. Virtudes	Secondary School MT
Capul	Anecita B. Marzol	District Head
Capul	Primo S. Recluta Jr.	Administrative Officer II
Capul	Angelo N. Lazo	Administrative Officer II
Capul	Leonila C. Salazar	Elementary School MT
Capul	Nera O. Castillo	Secondary School MT
Catarman I	Mary Jane M. Aguirre	District Head
Catarman I	Gloria Logarta	Administrative Officer II
Catarman I	Rosita D. Bercasio	Elementary School MT
Catarman I	Liberty Lastra	Secondary School MT
Catarman II	Marlo T. Longcop	District Head
Catarman II	Marieta Dimple D. Lopez	Administrative Officer II
Catarman II	Gilda C. Policarpio	Administrative Officer II
Catarman II	Margie S. Marino	Elementary School MT
Catarman II	Mylin M. Surio	Secondary School MT
Catarman III	Ruth Briva-Capaz	District Head
Catarman III	Merlanie G. Villaflores	Administrative Officer II
Catarman III	Grace B. Lao	Administrative Officer II
Catarman III	Annabelle G. Verzosa	Elementary School MT
Catarman III	Christine T. Delorino	Secondary School MT
Catarman IV	Brenda E. Villadolid	District Head
Catarman IV	Caryl Deanne R. Perez	Administrative Officer II
Catarman IV	Raul P. Figueroa Jr.	Administrative Officer II
Catarman IV	Analyn O. Fedellaga	Elementary School MT
Catarman IV	Nelfa D. Canoza	Secondary School MT

Catarman V	Arnio L. Saludario	District Head
Catarman V	Michelle Mercader	Administrative Officer II
Catarman V	Vergel Buna	Administrative Officer II
Catarman V	Judith Oler	Elementary School MT
Catarman V	Cicell Francis C. Ajel	Secondary School MT
Catarman VI	Dr. Elena E. Flores	District Head
Catarman VI	Susan V. Nobleza	Administrative Officer II
Catarman VI	Jose Jerry Toleran	Administrative Officer II
Catarman VI	Richelle F. Chome	Elementary School MT
Catarman VI	Janus Keeve S. Ada	Secondary School MT
Catubig I	Carlos B. Balanquit	District Head
Catubig I	Kisha Mae G. Ultra	Administrative Officer II
Catubig I	Gretchen A. Zabala	Administrative Officer II
Catubig I	Arleen A. Medenilla	Elementary School MT
Catubig I	Janice Justiniane	Secondary School MT
Catubig II	Dr. Marlon P. De Asis	District Head
Catubig II	Rachel P. Dorico	Administrative Officer II
Catubig II	Martha P. Bulagnir	Administrative Officer II
Catubig II	Marydel P. Viva	Elementary School MT
Catubig II	William C. Cerbito Jr.	Secondary School MT
Catubig III	Dionesio S. Nueva	District Head
Catubig III	Elvie Q. Irlandez	Administrative Officer II
Catubig III	Jia J. Jaramilla	Administrative Officer II
Catubig III	Zarbin A. Pinca	Elementary School MT
Gamay I	Marialita P. Orio	District Head
Gamay I	Nestor B. Acido Jr	Administrative Officer II
Gamay I	Christian Paul T. Trongcoso	Administrative Officer II
Gamay I	Allan J. Astoriano	Elementary School MT
Gamay I	Helly L. Crebello	Secondary School MT
Gamay II	Maria Teresita D. Urbano	District Head
Gamay II	Laiza O. Letada	Administrative Officer II
Gamay II	Lourdes Baladad	Administrative Officer II
Gamay II	Rolly B. Balasta	Elementary School MT
Gamay II	Betsy P. Capoquian	Secondary School MT
Laoang I	Epigenia E. Po	District Head
Laoang I	Carly S. Ballado	Administrative Officer II
Laoang I	Julie Ann Accion	Administrative Officer II
Laoang I	Honorina Baluya	Elementary School MT
Laoang I	Gladys G. Lagrimas	Secondary School MT
Laoang II	Silvano S. Pinca	District Head
Laoang II	Keevin C. Lagrimas	Administrative Officer II
Laoang II	Jerill Capales	Administrative Officer II
Laoang II	Sandra R. Detera	Secondary School Head
Laoang II	Katrina C. Pinca	Elementary School MT
Laoang II	Gerald Orestes A. Obieta	Secondary School MT
Laoang III	Meriam C. Reyes	District Head
Laoang III	Ronalyn B. Galero	Administrative Officer II
Laoang III	Meldy Ann Oronos	Administrative Officer II
Laoang III	Leonora L. Fernandez	Elementary School MT
Laoang III	Cenita D. Giray	Secondary School MT
Laoang IV	Edilberto I. Poso	District Head
Laoang IV	Mylene E. Gallego	Administrative Officer II

Laoang IV	Alvin Lipata	Administrative Officer II
Laoang IV	Rosalyn D. Ballado	Elementary School MT
Laoang IV	May Jennifer E. Sidro	Secondary School MT
Laoang V	Dr. Janette B. Cerbito	District Head
Laoang V	Patricia Joy T. Lutao	Administrative Officer II
Laoang V	Charlyn B. Borja	Administrative Officer II
Laoang V	Ruth D. Melindo	Elementary School MT
Laoang V	Raquel M. Mabanag	Secondary School MT
Lapinig	Dr. Rico B. Baladad	District Head
Lapinig	Rolando A. Orgas, Jr.	Administrative Officer II
Lapinig	Karen P. Cafe	Administrative Officer II
Lapinig	Maria Yasmin M. Pajares	Elementary School MT
Lapinig	Cora G. Catapan	Secondary School MT
Las Navas I	Marites C. Mahinay	District Head
Las Navas I	Anselmo B. Ultra	Administrative Officer II
Las Navas I	Rea L. Durango	Administrative Officer II
Las Navas I	Gina B. Empalmado	Elementary School MT
Las Navas I	Luzette N. Yu	Secondary School MT
Las Navas II	Elvira P. Subiaga	District Head
Las Navas II	June Bracamonte	Administrative Officer II
Las Navas II	Jeyrel Ann P. Subiaga	Administrative Officer II
Las Navas II	Melanie Formaran	Elementary School MT
Las Navas III	Arnel A. Pajares	District Head
Las Navas III	Renato Pedemonte	Administrative Officer II
Las Navas III	Peter John Destura	Administrative Officer II
Las Navas III	Mary Rose D. Obiado	Elementary School MT
Las Navas III	Cherry P. King	Secondary School MT
Lavezares I	Edelma O. Blasquillo	District Head
Lavezares I	Margaret A. Turla	Administrative Officer II
Lavezares I	Gemma Flores	Administrative Officer II
Lavezares I	Randy O. Canales	Elementary School MT
Lavezares I	Glecy Agus	Secondary School MT
Lavezares II	Erma G. Parina	District Head
Lavezares II	Nancy G. Laudenio	Administrative Officer II
Lavezares II	Ellen Rose P. Esidera	Administrative Officer II
Lavezares II	Mary Ann T. Rosadino	Elementary School MT
Lavezares II	Corazon D. Floralde	Secondary School MT
Lope De Vega	Alma G. Solayao	District Head
Lope De Vega	Mary Ann O. Morillos	Administrative Officer II
Lope De Vega	Larizza Cuanico	Administrative Officer II
Lope De Vega	Gemma D. Quibal	Elementary School MT
Lope De Vega	Gonzalo Alfonso Jr.	Secondary School MT
Mapanas	Liza B. Engo	District Head
Mapanas	Samuel A. Docil Jr	Administrative Officer II
Mapanas	Melody T. Picardal	Administrative Officer II
Mapanas	Mannylyn L. Orane	Elementary School MT
Mapanas	Maria M. Catarinin	Secondary School MT
Mondragon I	Nimfa G. Magpayo	District Head
Mondragon I	Contessa Pauline Majerano	Administrative Officer II
Mondragon I	Rosie D. Gloton	Administrative Officer II

Mondragon I	Sheila M. Gimena	Elementary School MT
Mondragon I	Olga I. Villadolid	Secondary School MT
Mondragon II	Zoraida S. Bulosan	District Head
Mondragon II	Paul Anthony Cho	Administrative Officer II
Mondragon II	Merla A. Calades	Administrative Officer II
Mondragon II	Madelyn L. Lobos	Elementary School MT
Mondragon II	Lena D. Dioso	Secondary School MT
Mondragon III	Venus V. Malobago	District Head
Mondragon III	Ma. Grace Marquita	Administrative Officer II
Mondragon III	Angel Echaluze	Administrative Officer II
Mondragon III	Mimosa B. Huavas	Elementary School MT
Mondragon III	Milagros S. Alcera	Secondary School MT
Palapag I	Cecilia R. Doria	District Head
Palapag I	Wendy S. Fulgar	Administrative Officer II
Palapag I	Rochelle Balandray	Administrative Officer II
Palapag I	Maria Norieta C. Quibal	Elementary School MT
Palapag I	Carla C. Lagrimas	Secondary School MT
Palapag II	Francisco B. Botaire, Jr.	District Head
Palapag II	April Joy T. Pahimanayan	Administrative Officer II
Palapag II	Arvin Christian Ortenero	Administrative Officer II
Palapag II	Maricil P. Batula	Elementary School MT
Palapag II	Christina D. Loberio	Secondary School MT
Palapag III	Dr. Roberto T. Galono	District Head
Palapag III	Rachiel R. Ochondra	Administrative Officer II
Palapag III	Marwin Diaz	Administrative Officer II
Palapag III	Riza A. Calvo	Elementary School MT
Palapag III	Emer Capate	Secondary School MT
Pambujan I	Esther O. Dela Cruz	District Head
Pambujan I	Myralyn T. Lobos	Administrative Officer II
Pambujan I	Neseth B. Uy	Administrative Officer II
Pambujan I	Melanie E. Parido	Elementary School MT
Pambujan I	Leslie G. Lobos	Secondary School MT
Pambujan II	Arnoldo B. Rosales	District Head
Pambujan II	Mark Eddison Balanquit	Administrative Officer II
Pambujan II	Natassja Jane L. Ragual	Administrative Officer II
Pambujan II	Monaliza T. Romines	Elementary School MT
Pambujan II	Marina L. Esquillo	Secondary School MT
Rosario	Eleanor A. Bido, Phd	District Head
Rosario	Joel E. Estillero	Administrative Officer II
Rosario	Chester C. Naguit	Administrative Officer II
Rosario	Vanessa D. Pestano	Elementary School MT
Rosario	Hazel B. Madronio	Secondary School MT
San Antonio	Fe C. Agaton	District Head
San Antonio	Lurisa Jean A. Wong	Administrative Officer II
San Antonio	Marianne Fe M. Bunyi	Administrative Officer II
San Antonio	Lucina N. Ballano	Secondary School Head
San Antonio	Carmencita B. Noynay	Elementary School MT
San Antonio	Susita G. Gamos	Secondary School MT
San Isidro I	Maribel A. Formaran	District Head
San Isidro I	Ma. Nesly Ann E. Santiago	Administrative Officer II
San Isidro I	Raymyr E. Gallano	Administrative Officer II
San Isidro I	Haydee R. Carpon	Elementary School MT

San Isidro I	Alicia C. Bandal	Secondary School MT
San Isidro II	Geana S. Lingling	District Head
San Isidro II	Julius G. Mahinay	Administrative Officer II
San Isidro II	Abriele Uy Ibra	Administrative Officer II
San Isidro II	Analou B. Arisgado	Elementary School MT
San Isidro II	Ma. Editha E. Basas	Secondary School MT
San Jose	Allan C. Acedera	District Head
San Jose	Cherryl N. Trinidad	Administrative Officer II
San Jose	Edana May S. Esmeña	Administrative Officer II
San Jose	Felsan M. Chua	Elementary School MT
San Jose	Christian Evangelista	Secondary School MT
San Roque	Rosalyn A. Sosing	District Head
San Roque	Ma. Fe S. Fernandez	Administrative Officer II
San Roque	Luella N. Dela Torre	Administrative Officer II
San Roque	Rumma Grace C. Bere	Elementary School MT
San Roque	Geraldine T. Estremera	Secondary School MT
San Vicente	Petronilo M. Panis	District Head
San Vicente	Allan Paul N. Loyogoy	Administrative Officer II
San Vicente	Aira Mae C. Ramilla	Administrative Officer II
San Vicente	Joannie T. Gasid	Elementary School MT
San Vicente	Renelit T. Ibañez	Secondary School MT
Silvino Lubos	Lucio S. Lobos	District Head
Silvino Lubos	Nifferta V. Bantilo	Administrative Officer II
Silvino Lubos	Marlowe Loyogoy	Administrative Officer II
Silvino Lubos	Vilma Pamplona	Elementary School MT
Silvino Lubos	Chando S. Pialago	Secondary School MT
Victoria	Lenore P. Salor	District Head
Victoria	Samantha Ysabel S. Daffon	Administrative Officer II
Victoria	Ana Jessa M. Ciego	Administrative Officer II
Victoria	Eileen O. Almaden	Elementary School MT
Victoria	Lucilyn O. Arbol	Secondary School MT

CHECKLIST OF REQUIREMENTS

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 HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs			

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 so 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.