



Republic of the Philippines
Department of Education
REGION VII, CENTRAL VISAYAS
DIVISION OF TALISAY CITY

February 24, 2025

DIVISION MEMORANDUM
 No. 096, s. 2025

**CALL FOR APPLICANTS OF TEACHER I POSITIONS IN KINDERGARTEN, ELEMENTARY,
 JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL
 FOR S.Y. 2025-2026**

To: Assistant Superintendent
 Chiefs, CID/SGOD
 Education Program Supervisors
 District Supervisors
 Elementary and Secondary School Heads

1. The field is hereby informed of the schedule of recruitment and selection of Kindergarten, Elementary, Junior High School and Senior High School (SHS) teachers for S.Y. 2025-2026 of this Division.
2. The following are the basis in the recruitment process and computation of points:
 - a. DepEd Order No. 19, s. 2022 entitled, "The Department of Education Merit Selection Plan";
 - b. DepEd Order No. 007, s. 2023 entitled, "Guidelines on Recruitment, Selection and Appointment in the Department of Education";
 - c. DepEd Order 21, s. 2024 entitled, "Amendment to DepEd Order No. 007, s. 2023";
 - d. CSC Resolution 1600358 dated April 5, 2016 entitled, "Qualification Standards re: Teaching Positions for Senior High School, Department of Education; and
 - e. DepEd Order No. 51, s. 2017 entitled, "Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational Livelihood Track and other clarifications on the Hiring Guidelines".
3. All interested applicants are **required to register at** depedtalisayr7.com.ph/hiring and **upload** the following documents listed below before submitting the hard copy to the Division Office, thru the Records Section:
 - a. Letter of intent addressed to the Schools Division Superintendent;
 - b. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet and latest passport size pictures; (not necessarily notarized)
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
 - f. Photocopy of Certificates 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 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;
 - j. Checklist of Requirement 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



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attached form, **sworn before any public officer authorized to administer oath pursuant to Book 1, Chapter 10, Section 41 of EO 292, as amended by Republic Act (RA) No. 6733 and as further amended by RA 107553.** See attached (*Enclosure A*)

- k. 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.
- 1. Certification that the documents submitted electronically are faithful reproductions of the original documents.

Notes:

1. **Submitted documents shall be considered records of the Division Office and will be retained in accordance with the office retention policies.**
2. **All documents must be placed in long folder with label, fastened at the top of the folder with tabbing.**
3. **Applicants are advised to submit one (1) folder for each position applied.**
4. **Applicants are directed to upload their documents in one PDF file, per position at depdtalisayr7.com.ph/hiring.**

4. Hereunder are the schedule of activities:

| Date | Venue | Time | Activities |
|-------------------------------|-----------------------------|------------------------------|--|
| February 27, 2025 (Afternoon) | SDO Conference Room | 1:30 – 5:00 PM | Orientation of the Division Sub-Committee (DSC) by the HRMPSB |
| February 28, 2025 | Records Section | 8:00 am – 5:00 pm | Organization and submission of the composition of the School Sub-Committee (SSC) to the Schools Division Office with at least three (3) members: Composition: Chair: School Head Members: 1 HT or MT 1 Administrative Officer II/Teacher 1 Faculty President <i>See attached template labeled as “Enclosure B”</i> |
| March 3-5, 2025 | Preferred School | 8:00 am – 5:00 pm | Submission of Letter of Intent addressed to the Schools Division Superintendent, to preferred schools for the school orientation of possible applicants. (Note: Submit letter only for the school to know the number of POSSIBLE applicants.) |
| March 7, 2025 | SDO Talisay Conference Room | 1:00 pm – 5:00 pm | Orientation to the members of SSC by the HRMPSB. For the SSC, expected to attend is the Chair and one (1) member. |
| March 10, 2025 | Respective Schools | TBA by the respective school | Orientation to all possible applicants by the SSC. |
| March 11-18, 2025 | Preferred school | 8:00 am – 5:00 pm | Submission of the applicant’s pertinent documents in one (1) folder with tabs to SSC for verification against the original documents and certification as to |



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| | | | |
|------------------------------|--------------------------------------|-------------------|---|
| | | | <p>completeness, veracity, accuracy, and authenticity of documents.</p> <ul style="list-style-type: none"> Applicants who failed to submit complete mandatory requirements (Items 3.a to 3.j) on the set deadline indicated shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 3.k) shall not warrant exclusion from the pool of official applicants. No additional documents shall be accepted after the set deadline. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 3.j) duly signed by the applicant. |
| March 19-20, 2025 | SDO Dropbox / Records Section | 8:00 am – 4:00 pm | SSC forwards the documents with transmittal to the Personnel Section thru Records Section. |
| March 21-25, 2025 | SDO | 8:00 am – 5:00 pm | Initial Evaluation by the HRMO, of the applicants' qualifications vis-à-vis the CSC Approved QS, and submission to HRMPSB, for deliberation. |
| March 26-30, 2025 | SDO 5 Calendar Days | 8:00 am – 5:00 pm | Posting of Initial Evaluation Results (IER) at SDO website, SDO Bulletin Board and near the SDO entrance. Schools are advised to download the IER form the website and post it to their respective bulletin boards. |
| March 28, 2025 | SDO | 8:00 am – 5:00 pm | Preparation of applicant's schedule (date, time, and venue) for orientation, interview, skill demo and teaching demo, by cluster to be prepared by the respective DSC of the different subject groupings. |
| March 31, 2025 | SDO | 8:00 am – 5:00 pm | Inform the applicants as to the schedule of orientation, interview, skill demo, teaching demo, venue and other relevant information thru call or text messages. |
| April 1, 2025-April 11, 2025 | To be informed by the respective DSC | 8:00 am – 5:00 pm | <ul style="list-style-type: none"> Orientation of teacher-applicants of the hiring guidelines Assessment and validation of documents PPST NCOIs (Teacher Reflection Form) PPST COIs (Classroom Observation) |
| April 14-15, 2025 | SDO | 8:00 am – 5:00 pm | <ul style="list-style-type: none"> Submission of Comparative Assessment Results (CAR) in hard and soft copy (dianne.fernandez001@deped.gov.ph) by the DSC to HRMPSB Applicants are arranged numerically from highest to lowest rank |



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| | | | |
|-------------------------|-----|-------------------|--|
| April 21-22, 2025 | SDO | 8:00 am – 5:00 pm | <ul style="list-style-type: none"> Finalization of Comparative Assessment Results - RQA (CAR-RQA) by the HRMPSB (Kinder, Elem, JHS, SHS) |
| April 23-May 2, 2025 | | | Posting of the CAR-RQA in the Division Office and the Division's website. Request for correction shall only be entertained within 10 calendar days from its posting, which should be in writing. |
| May 3, 2025 and onwards | | | Deliberation of HRMPSB and Hiring |

5. The following are the Ranking Committees:

| Human Resource Merit Promotion and Selection Board (HRMPSB) | |
|--|---|
| Chairman | Dr. Christine A. Paquibot, Asst. Schools Division Superintendent |
| Members | Ms. Rosario Dioko, CES – School Governance & Operations Division Dr. Elvira N. Vergara, OIC, CES – Curriculum Implementation Division Dr. Mariano R. Montebon, Education Program Supervisor Dr. Nanette A. Nacor, Education Program Supervisor Ms. Ayren S. Belleza, Senior Education Program Specialist Ms. Dianne L. Fernandez, HRMO II Ms. Junette G. Abapo, NAPSSHI President Mr. Wee Wynn C. Elnas, PESPA President Mr. Froilan M. Delos Santos, Faculty President |
| Secretariat | Mr. Dino R. Cuyag, Information Technology Officer I Ms. Catherine P. San Juan, Administrative Officer II Ms. Ma. Florina A. Lee, Administrative Officer II Ms. Louella P. Bacalso, Project Development Officer I Ms. Criselle P. Jalop, Administrative Assistant III Ms. Louella P. Bacalso, Administrative Assistant III Mr. Patrick B. Rodriguez, Administrative Assistant III Ms. Chemily O. Benocilla, Administrative Assistant III Ms. Elaine D. Cababan, Administrative Aide VI Ms. Reyna Mae Cabuenas, Administrative Aide VI |

Functions of the HRMPSB: To oversee and further review and evaluate the Comparative Assessment Results prepared by the DSC.

| Group A: DIVISION SUB-COMMITTEE FOR KINDERGARTEN AND ELEMENTARY LEVEL | |
|--|---|
| Chairman | Ms. Rosario Dioko, Chief Education Supervisor (SGOD) |
| Members: | Dr. Sisinia Vasquez, Education Program Supervisor Dr. Violeta Arsolon, Education Program Supervisor Mr. Geronimo Ygoña, Public Schools District Supervisor Dr. Lolita Lim, Public Schools District Supervisor Dr. Haraliza H. Ofredo, Public Schools District Supervisor Mr. Wee Wynn Elnas, School Principal I, PESPA President Ms. Dianne L. Fernandez, HRMO II |
| Secretariat | Ms. Catherine P. San Juan, Administrative Officer II Ms. Karyl Gay Asidera, Administrative Assistant III Ms. Jess Marie Parsacala, Administrative Aide VI |



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| DIVISION SUB-COMMITTEE FOR JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL | | | |
|---|---|--|--|
| | <u>Group B:</u> | <u>Group C:</u> | <u>Group D:</u> |
| | JHS: English, Filipino, Araling Panlipunan and Values Education SHS: Humanities and Social Sciences (HUMSS) | JHS: Science and Math SHS: Accountancy Business and Management (ABM) & Science, Technology, Engineering, and Mathematics (STEM) | JHS: TLE and MAPEH SHS: Technical Vocational, Livelihood (TVL) |
| Chairman | Dr. Mariano Montebon, Education Program Supervisor | Dr. Nanette Nacor, Education Program Supervisor | Dr. Elvira Vergara OIC-Chief Education Supervisor (CID) |
| Members: | Dr. Visitacion Boquecosa Dr. Rhodafel Palmitos Ms. Nanette Garrido Mr. Reynold Singco Dr. Beth Cabano Ms. Jonnabel O. Bendebel Dr. Marissa D. Pelone Ms. Candice Grace Maque | Dr. Pedrito Ocha Jr. Mr. Erwin B. Caparida Ms. Edith B. Cahilap Dr. Alfonso Abasolo Mr. Jeditho Dela Cuesta | Mr. Jeffrey Seblero Dr. Kent Medallo Dr. Ma. Angelica Lauronilla Ms. Junette Abapo Ms. Juliet Dela Cerna Ms. Ayren S. Belleza |
| Secretariat: | Mr. Patrick B. Rodriguez, Administrative Assistant III Ms. Elaine Cababan, Administrative Assistant III Ms. Reyna Mae Cabuenas, Administrative Aide VI | Ms. Ma. Florina Lee, Administrative Officer II Ms. Chemily Rosalyos, Administrative Assistant III | Ms. Louella Bacalso, Project Development Officer I Ms. Catheryn Benocilla, Administrative Aide VI |

Note: In case there are applicants who are differently abled, the following teachers will aid in the recruitment process:

Visually Impaired – Mrs. Sharon Rose M. Pimentel, Special Education Teacher III, Talisay City NHS

Ms. Marjorie C. Basalo, Teacher III, Talisay City Central ES

Hearing Impaired - Mrs. Matea Susana R. Zaragoza, Special Education Teacher III, Tabunoc Central ES

Mrs. Apil V. Illaga, Special Education Teacher II, Tabunoc Central ES

Functions of the DSC:

- a. Recheck the qualification of applicants vis-à-vis the qualification standards of the Civil Service Commission;
- b. Orient the applicants on D.O. 19, s. 2022, D.O. 7, s. 2023, D.O. 3, s. 2016 and D.O. 51, s. 2017.
- c. Convene the applicants in a group to witness the paper evaluation;
- d. Evaluate the Education, Training (in hours), Experience (in years) (ETE), PBET/LET/LEPT rating (for teachers), and Performance (if applicable) of applicants using the rubrics provided in DepEd Order No. 7, s. 2023, labeled as “Enclosure C”.



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- e. Assess, deliberate, and rate the applicants' qualifications and competencies in terms of Application of Education, Application of Learning and Development, and Outstanding Accomplishments, using the rubrics provided in this Order;
 - f. For teacher hiring, assess, deliberate, and rate the applicants' competencies on Classroom Observable Strands/Indicators through classroom observation or demonstration teaching; and Non-Classroom Observable Strands/Indicators based on the teacher's demonstration and/or understanding of the indicators through narratives and reflections following the rubrics and protocols provided in this Order;
 - g. Assess the potential, characteristics or traits, and fitness (i.e., Job Fit, Location Fit, and Organizational Fit) of the applicants through the conduct of other appropriate evaluative assessments, such as but not limited to Behavioral Events Interview (BEI), Written Examinations (WE), Skills or Work Sample Tests (S/WST);
 - h. Adopt the use of online platforms and other remote modalities and alternative strategies in the conduct of paper evaluation, demonstration teaching, administration of the tests and examinations, BEI, meetings and deliberations, among others, as may be necessary;
 - i. Inform the individual applicant of the results of the deliberation using the prescribed template of the IES, wherein the applicant affixes his signature to signify knowledge of and conformity to the process undertaken and the points given;
 - j. Prepare and submit duly signed CAR/CAR-RQA to the HRMPSB within seven (7) calendar days after all the applicants have been assessed.
6. Division Sub-Committee are hereby advised to submit to HRMO II the list of Master Teachers and School Heads to assist in the conduct of Teachers Reflection and Demonstration Teaching not later than **February 27, 2025**.
7. Applicants who do not meet the qualification standards for the position applied for are automatically disqualified to advance in the screening process.
8. It is understood that the submission of **documents beyond the deadline will not be accepted by this Office**.
9. This Division integrates the equal employment opportunity principle in the ranking and hiring which is to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the Department, regardless of gender, civil status, disability, religion, ethnicity, or political affiliation.
10. Members of the HRMPSB and DSC are authorized to be given Compensatory Overtime Credits (COC) for the services rendered during weekends and Holidays.
11. Meals and transportation expenses of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) and Division Selection Committee (DSC) shall be charged to Division MOOE, subject to the availability of funds and to the usual accounting and auditing rules and regulations.
12. Immediate dissemination of and compliance with this Memorandum is desired.


ARDEN B. MONISIT, Ed. D.
Schools Division Superintendent



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“ENCLOSURE B”

Date: _____

School: _____

SCHOOL SUB-COMMITTEE (SSC)

Chair: _____

Member: _____

Member: _____

Member: _____

Member: _____

Functions:

1. Orient the possible applicants on the different recruitment guidelines.
2. Receipt of application documents on or before the deadline.
3. Assignment of Application Code to ensure objectivity and integrity of the process and to the identity of the applicants when posting the results.
4. Check and verify the completeness, authenticity, and veracity of the documents submitted. Any false or fraudulent documents submitted shall be grounds for disqualification.
5. Give technical assistance to applicants to ensure complete submission of documents.
6. On time submission of Applicant's folders to Schools Division Office thru Records Section, with Transmittal letter reflecting the name of applicants in alphabetical order, by level or specialization.

Prepared by: _____
School Head (Signature over printed name)

Approved:

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent



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“ENCLOSURE A”

CHECKLIST OF REQUIREMENTS

Annex C

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 HR) | |
|---|--|---|---------|
| | | 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 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 the 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 the 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 the Item (i) is not relevant to the position to be filled | | | |

Checked by: _____

Verified by: _____

 School Selection Committee

 School Head

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

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 the 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.



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“ENCLOSURE C”

CERTIFICATION

I, (Name of Applicant), hereby certify that the documents herewith submitted electronically are faithful reproductions of the original documents in hard copy to School Su-Committee (SSC).

Signature
Applicant's Printed Name
Position
Date



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Qualification Standards for Teacher I in Kindergarten, Elementary, Junior High School & Senior High School

| LEVEL | POSITION | SALARY GRADE | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
|---|-----------|--------------|---|---------------|---|---|
| Elementary | Teacher I | 11 | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education | None required | None required | RA 1080 (Teacher) |
| Kindergarten | | | | | | |
| Junior High School | Teacher I | 11 | Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education | None required | None required | RA 1080 (Teacher) |
| Senior High School (Academics) | Teacher I | 11 | Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject | None required | None Required | Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring |
| Senior High School (Technical-Vocational) | Teacher I | 11 | Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization | None required | At least NC II *appropriate to the specialization | Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring |



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