



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

August 8, 2025

DIVISION MEMORANDUM

No. 386, s. 2025

**ANNOUNCING THE SUBMISSION OF APPLICATIONS FOR RELATED-TEACHING,
SCHOOL ADMINISTRATION AND NON-TEACHING POSITIONS 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 recruitment and selection of the following Teaching, Related-Teaching, School Administration and Non-Teaching Positions for S.Y. 2025-2026 of this Division:

POSITIONS	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	NO. OF VACANCIES	ASSIGNMENT /STATION
Administrative Officer IV	15	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	1	OSDS – Personnel Section
Guidance Counselor II	12	Bachelor of Science in Guidance and Counseling or in any discipline	At least 1-year relevant experience	4 hrs relevant training	RA 1080 (Registered Guidance Counselor)	3	Senior High School
Guidance Counselor I	11	Bachelor of Science in Guidance and Counseling or in any discipline	None required	None required	RA 1080 (Registered Guidance Counselor)	1	Talisay City NHS
Administrative Officer II	11	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	2	Elementary School
						5	Candulawan NHS, Lawaan NHS, Maghaway NHS, San Isidro NHS, Tangke NHS
						1	Senior HS





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POSITIONS	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	NO. OF VACANCIES	SCHOOL ASSIGNMENT
Head Teacher II	15	Bachelor's degree in Elementary Education; or Bachelor's degree plus 18 professional units in Education	HT1 for 1 year, or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)	1	Elementary
Head Teacher I	14	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)	1	Elementary
Administrative Assistant III	9	Completion of two years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		For future vacancies
Administrative Assistant II	8	At least 2 years in college	1-year relevant experience	4 hrs relevant training	Career Sub-Professional (First Level Eligibility)	2 1 1	Elementary Lawaan NHS Senior HS

2. Please refer to the following guidelines as basis for ranking:
- 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”.
3. All interested applicants are **required to register at depeditalisayr7.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;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Photocopy 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;





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- 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 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.
- l. 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
August 15-25, 2025	SDO	8:00 am – 5:00 pm	<div>Submission of the applicant’s pertinent documents in one (1) folder with tabs and proof of online registration to the HRMO for verification against the original documents and certification as to completeness, veracity, accuracy, and authenticity of documents.</div> <ul style="list-style-type: none">• Applicants who fail 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





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			Sworn Statement (Item 3.j) duly signed by the applicant.
August 20, 2025	SDO	1:00 pm – 5:00 pm	Orientation of Division Sub-Committee by the HRMPSB
August 26-31, 2025	SDO	8:00 am – 5:00 pm	Initial Evaluation of the applicants' qualifications vis-à-vis the CSC Approved QS and submission by the HRMO to HRMPSB for deliberation.
September 1-5, 2025	SDO	8:00 am – 5:00 pm	Posting of Initial Evaluation Results (IER) at SDO Bulletin Board, near the SDO entrance and to respective school's bulletin board.
September 8-15, 2025	SDO		<ul style="list-style-type: none">• Preparation of applicant's schedule (date, time, and venue) for orientation and interview.• Inform the applicants as to the schedule of orientation and interview thru call or text message
	TBA per DSC	8:00 am – 5:00 pm	<ul style="list-style-type: none">• Orientation of applicants of the hiring guidelines• Assessment and validation of documents• Interview
September 16-17, 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
September 18, 2025	SDO	8:00 am – 5:00 pm	<ul style="list-style-type: none">• Finalization of Comparative Assessment Results by the HRMPSB
September 19-29, 2025			Posting of the CAR in the Division Office and Division's website. Request for correction shall only be entertained within 10 calendar days from its posting and it should be in writing.
September 30, 2025			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, Chief – Curriculum Implementation Division Dr. Mariano R. Montebon, Education Program Supervisor



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	Ms. Ayren S. Belleza, Senior Education Program Specialist Ms. Dianne L. Fernandez, Administrative Officer V Mr. Augustus R. Larida, NEU President
Secretariat	Ms. Catherine P. San Juan, Administrative Officer II Ms. Reyna Mae Cabuenas, Administrative Assistant III Ms. Jessiely T. Mahinay, Administrative Aide VI Ms. Katherine V. Delima, Administrative Aide VI Mr. Wendie Deiparine, Administrative Aide VI Ms. Jess Marie D. Parsacala, Administrative Aide VI

Functions: To further review and evaluate the Comparative Assessment Results prepared by the Division Sub-Committee.

Group A: ADMINISTRATIVE OFFICER IV, ADMINISTRATIVE OFFICER II	
Chairman	Dr. Christine A. Paquibot, Assistant Schools Division Superintendent
Members:	Ms. Rosario Dioko, CES – School Governance & Operations Division Dr. Violeta A. Arsolon, Education Program Supervisor Ms. Edith B. Cahilap, Education Program Supervisor Mr. Geronimo G. Ygoña, Public Schools District Supervisor Ms. Dianne L. Fernandez, HRMO II
Secretariat	Ms. Jess Marie D. Parsacala, Administrative Aide VI Mr. Wendie Deiparine, Administrative Aide VI

	Group B:	Group C:
	HEAD TEACHER I, HEAD TEACHER II, GUIDANCE COUNSELOR II, GUIDANCE COUNSELOR I	ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II,
Chairman	Dr. Elvira N. Vergara, OIC, Chief - CID	Dr. Mariano R. Montebon, Education Program Supervisor
Members:	Dr. Visitacion Boquecosa Dr. Sisinia Vasquez Mr. Jeffrey L. Seblero Ms. Junette Abapo Ms. Ayren S. Belleza	Dr. Marissa D. Pelone Ms. Eulimae G. Mahilum Ms. Maria Louise D. Toylo Ms. Rhea Melody R. Añora Mr. Augustus Larida
Secretariat:	Ms. Catheryn Benocilla, ADAS III Ms. Katherine V. Delima, ADA VI	Ms. Catherine San Juan, AO II Ms. Reyna Cabuenas, ADAS III

6. Applicants who do not meet the qualification standards for the position applied for are automatically disqualified to advance in the screening process.
7. It is understood that the submission of documents **beyond the deadline will not be accepted** by this Office.





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8. 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.
9. Members of the Human Resource Merit, Promotion and Selection Board (HRMPSB) and Division Sub-Committee shall be given Compensatory Overtime Credits for the work/services rendered during Saturdays and Holidays.
10. Meals of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB), Division Sub-Committee and School Committee, and other incidental expenses shall be charged to the Division/School MOOE, subject to availability of funds and the usual accounting and auditing rules and regulations.
11. Immediate dissemination of and compliance with this Memorandum is desired.

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





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“ENCLOSURE A”

CHECKLIST OF REQUIREMENTS

Enclosure A

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			

Attested:

Human Resource Management Officer/Secretariat

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



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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.

"ENCLOSURE B"

CERTIFICATION

I, (Name of Applicant), hereby certify that the documents herewith submitted electronically are faithful reproductions of the original documents in hard copy to the Division Office thru the Records Section.

Signature
Applicant's Printed Name
Position
Date

