



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

August 19, 2025

DIVISION MEMORANDUM

No. 391, s. 2025

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 386, S. 2025  
ENTITLED “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 additional position and correction in Qualification Standards of Item No. 1 of Division Memorandum No. 386, s. 2025, which is as follows:

POSITIONS	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	NO. OF VACANCIES	ASSIGNMENT /STATION
Administrative Officer IV	15	Bachelor’s degree	1 year relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1	OSDS – Procurement Unit
Administrative Officer IV	15	Bachelor’s degree	<b>1 year relevant experience</b>	<b>4 hours of relevant training</b>	Career Service (Professional) Second Level Eligibility	1	OSDS – Personnel Unit
Administrative Officer II	11	Bachelor’s degree	None required	None required	Career Service (Professional) Second Level Eligibility	1	OSDS – Procurement Unit
Legal Assistant I	10	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility	1	Legal Unit





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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)	5	Candulawan NHS Talisay City NHS San Isidro NHS Tangke NHS Additional: Elementary
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2. The following are the changes in the schedule of activities in Item No. 4:

Date	Venue	Time	Activities
<b>August 15-29, 2025</b>	SDO	8:00 am – 5:00 pm	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. <ul style="list-style-type: none"><li>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.</li><li>No additional documents shall be accepted after the set deadline.</li><li>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.</li></ul>
<b>August 26, 2025</b>	SDO	<b>9:00 am – 12:00 pm</b>	Orientation of Division Sub-Committee by the HRMPSB
<b>August 30- September 3, 2025</b>	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.
<b>September 4-8, 2025</b>	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"><li>Preparation of applicant's schedule (date, time, and venue) for orientation and interview.</li></ul>



Address: Rizal St., Poblacion, City of Talisay, Cebu  
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			<ul style="list-style-type: none"><li>• Inform the applicants as to the schedule of orientation and interview thru call or text message</li></ul>
	TBA per DSC	8:00 am – 5:00 pm	<ul style="list-style-type: none"><li>• Orientation of applicants of the hiring guidelines</li><li>• Assessment and validation of documents</li><li>• Interview</li></ul>
September 16-17, 2025	SDO	8:00 am – 5:00 pm	<ul style="list-style-type: none"><li>• Submission of Comparative Assessment Results (CAR) in hard and soft copy (<a href="mailto:dianne.fernandez001@deped.gov.ph">dianne.fernandez001@deped.gov.ph</a>) by the DSC to HRMPSB</li><li>• Applicants are arranged numerically from highest to lowest rank</li></ul>
September 18, 2025	SDO	8:00 am – 5:00 pm	<ul style="list-style-type: none"><li>• Finalization of Comparative Assessment Results by the HRMPSB</li></ul>
September 19-29, 2025			Posting of the CAR in the Division Office and Division's website. Requests 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

3. The following are changes in the composition of Division Sub-Committees:

**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 <b>Ms. Ayren S. Belleza, Senior Education Program Specialist-HRD</b>
Secretariat	Ms. Jess Marie D. Parsacala, Administrative Aide VI Mr. Wendie Deiparine, Administrative Aide VI

	<b><u>Group B:</u></b>  HEAD TEACHER I, HEAD TEACHER II, GUIDANCE COUNSELOR II, GUIDANCE COUNSELOR I	<b><u>Group C:</u></b>  ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II, <b>LEGAL ASSISTANT I</b>
Chairman	Dr. Elvira N. Vergara, OIC, Chief - CID	Dr. Mariano R. Montebon, Education Program Supervisor



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Members:	Dr. Visitacion Boquecosa Dr. Sisinia Vasquez Mr. Jeffrey L. Seblero Ms. Junette Abapo <b>Ms. Marissa D. Pelone</b>	<b>Atty. Flora May M. Mondares</b> Ms. Eulimae G. Mahilum Ms. Maria Louise D. Toylo <b>Ms. Dianne L. Fernandez</b> Mr. Augustus Larida
Secretariat:	Ms. Catheryn Benocilla, ADAS III Ms. Katherine V. Delima, ADA VI	Ms. Catherine San Juan, AO II Ms. Reyna Mae Cabuenas, ADAS III

4. All other provisions in Division Memorandum No. 386, s. 2025, remain in effect.
5. Immediate dissemination of and compliance with this Memorandum is desired.

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