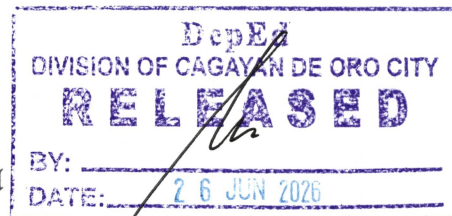




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

25 Jun 2026

DIVISION MEMORANDUM

No. 589 s.2026

ANNOUNCEMENT OF NATURAL VACANT HIGHER TEACHING POSITIONS FOR
ELEMENTARY AND SECONDARY SCHOOLS

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel S
All Office of the Schools Division Superintendent Personnel
All Elementary and Secondary Public School Heads and Principals
This Division

1. The field is hereby informed of the vacant higher teaching positions anchored on **DepEd Order No. 20, s. 2024** Re: Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions” in the Elementary School level, and **DepEd Order No. 34, s. 2025** (Amendments and clarifications to Deped Oder No. 024, S. 2024)

2. Enclosed in this Memorandum are the following:

- Vacant Higher Teaching Positions and Corresponding Item Numbers by District/District In-Charge
- CSC Prescribed Qualification Standards
- Submission and Receipt of Application documents

3. The timeline for the recruitment and selection process for the promotion of teacher applicants is indicated below:

ACTIVITIES	VENUE	SCHEDULE
Posting of vacancies to at least three (3) conspicuous places within and outside the school premises	respective district schools	June 26, 2026 to July 08, 2026
Deadline of Submission of Application Documents	respective schools	July 08, 2026
Initial Evaluation	District sub-committee	July 09-14, 2026



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DIVISION OF CAGAYAN DE ORO CITY

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Submission of Initial Evaluation (IER) by District where the vacancy of items belongs email to depedcdo.personnel@deped.gov.ph	respective district	July 15, 2026
Posting of Initial Evaluation Results (IER) by the HRMO	Division Office (HRMO)	<i>To be announced on separate Memorandum</i>
Conduct of Classroom Observation / Demonstration Teaching (COI) and Portfolio Assessments (NCOI)	District sub-committee	July 20, 2026
Final Deliberation and Interview of the Division Human Resource Merit Promotion Selection Board (HRMPSB) together with the District Sub-Committee	Division Office (HRMPSB)	<i>To be announced on separate Memorandum</i>

4. NO additional documents shall be accepted after the set deadline.
5. Individuals who failed to submit complete mandatory documents (Items **a to l**) on the set deadline indicated in *enclosure no. C* 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 no. **m**) shall not warrant exclusion from the pool of official applicants.
6. Each applicant shall be assigned with a unique **application code**, which will be sent to their respective email addresses after the release of the Initial Evaluation Results (IER).
7. The District Sub-Committee shall be headed by the Public Schools District Supervisor (PSDS) and/or District In-Charge (DIC) as Chairperson, with School Principals serving as members. The Administrative Officer assigned to the school where the vacancy exists shall serve as the Secretariat and shall be responsible for ensuring the completeness and proper submission of all required documents.
8. Concerned Public School District Supervisors and/or District In-Charge (DIC) are empowered to create their respective Selection Board.
9. This Office promotes the Equal Employment Opportunity Principle (EEOP). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion, and ethnicity.



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10. In case of Disability, please disclose what assistance you need (e.g., auxiliary aids and services to visually or hearing impaired, wheelchair etc.) for this division to provide reasonable accommodations.
11. Immediate and wide dissemination of this memorandum is directed.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

EVALUATION POSITIONS RECRUITMENT SELECTION

DM-112-OSDS-PERSONNEL-CAA/ announcement of vacant higher teaching positions
June 25, 2026



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent
 Enclosure **A** for Division Memorandum No. **589** s. 2026

VACANCY ANNOUNCEMENT
No. 08 s. 2026

#	PLANTILLA ITEM NO.	POSITION TITLE	SCHOOL	DISTRICT	PSDS/DIC
1	OSEC-DECSB-TCH3-663945-1998	Teacher III (Elementary)	Pagalungan Elementary School	Tagpangi (Pagalungan)	Alma Penonia, DIC
2	OSEC-DECSB-MTCHR2-660482-1998	Master Teacher II (Elementary)	East City Central School	Gusa (Lapasan)	Angelito Felisilda, PSDS
3	OSEC-DECSB-TCH2-664316-1998	Teacher II (Elementary)	East City Central School	Gusa (Lapasan)	Angelito Felisilda, PSDS
4	OSEC-DECSB-TCH2-664366-1998	Teacher II (Elementary)	East City Central School	Gusa (Lapasan)	Angelito Felisilda, PSDS
5	OSEC-DECSB-TCH3-660495-2012	Teacher III (Elementary)	East City Central School	Gusa (Lapasan)	Angelito Felisilda, PSDS
6	OSEC-DECSB-MTCHR1-661283-1998	Master Teacher I (Elementary)	Gusa Elementary School	Gusa (Lapasan)	Angelito Felisilda, PSDS
7	OSEC-DECSB-MTCHR1-661507-1998	Master Teacher I (Elementary)	Gusa Elementary School	Gusa (Lapasan)	Angelito Felisilda, PSDS
8	OSEC-DECSB-TCH2-664347-1998	Teacher II (Elementary)	Gusa Elementary School	Gusa (Lapasan)	Angelito Felisilda, PSDS
9	OSEC-DECSB-TCH2-660007-2023	Teacher II (Elementary)	Gusa Elementary School	Gusa (Lapasan)	Angelito Felisilda, PSDS
10	OSEC-DECSB-TCH2-660038-2018	Teacher II (Elementary)	Gusa Elementary School	Gusa (Lapasan)	Angelito Felisilda, PSDS
11	OSEC-DECSB-TCH2-660110-1999	Teacher II (Elementary)	Gusa Elementary School	Gusa (Lapasan)	Angelito Felisilda, PSDS
12	OSEC-DECSB-TCH3-660202-2010	Teacher III (Elementary)	Gusa Elementary School	Gusa (Lapasan)	Angelito Felisilda, PSDS



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13	OSEC-DECSB-TCH3-663960-1998	Teacher III (Elementary)	Gusa Elementary School	Gusa (Lapasan)	Angelito Felisilda, PSDS
14	OSEC-DECSB-TCH2-660157-2002	Teacher II (Secondary)	Agusan National High School	Agusan (Tablon)	Annabelle Lariba, DIC
15	OSEC-DECSB-TCH3-660748-2023	Teacher III (Secondary)	Agusan National High School	Agusan (Tablon)	Annabelle Lariba, DIC
16	OSEC-DECSB-SPET1-660016-2018	Special Education Teacher I	Bugo Central School	Agusan (Tablon)	Annabelle Lariba, DIC
17	OSEC-DECSB-SPET1-660029-2024	Special Education Teacher I	Bugo National High School	Agusan (Tablon)	Annabelle Lariba, DIC
18	OSEC-DECSB-TCH3-664087-1998	Teacher III (Elementary)	Tablon Elementary School	Agusan (Tablon)	Annabelle Lariba, DIC
19	OSEC-DECSB-TCH3-660480-2021	Teacher III (Elementary)	Tablon Elementary School	Agusan (Tablon)	Annabelle Lariba, DIC
20	OSEC-DECSB-MTCHR1-661515-1998	Master Teacher I (Elementary)	Kauswagan Central School	Kauswagan	Charlyn Baylon, PSDS
21	OSEC-DECSB-TCH3-660149-2002	Teacher III (Elementary)	Kauswagan Central School	Kauswagan	Charlyn Baylon, PSDS
22	OSEC-DECSB-TCH3-660791-2019	Teacher III (Elementary)	Kauswagan Central School	Kauswagan	Charlyn Baylon, PSDS
23	OSEC-DECSB-TCH2-660107-1999	Teacher II (Elementary)	Bongbongon Elementary School	Kauswagan	Charlyn Baylon, PSDS
24	OSEC-DECSB-TCH2-660110-2014	Teacher II (Elementary)	Bongbongon Elementary School	Kauswagan	Charlyn Baylon, PSDS
25	OSEC-DECSB-TCH2-664340-1998	Teacher II (Elementary)	Bongbongon Elementary School	Kauswagan	Charlyn Baylon, PSDS
26	OSEC-DECSB-MTCHR2-660489-1998	Master Teacher II (Elementary)	City Central School	Central	Cynthia Yanez, PSDS
27	OSEC-DECSB-SPET2-660816-2019	Special Education Teacher II	City Central School	Central	Cynthia Yanez, PSDS



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28	OSEC-DECSB-TCH2-660099-1999	Teacher II (Elementary)	City Central School	Central	Cynthia Yanez, PSDS
29	OSEC-DECSB-TCH2-660535-2023	Teacher II (Elementary)	City Central School	Central	Cynthia Yanez, PSDS
30	OSEC-DECSB-TCH2-664320-1998	Teacher II (Elementary)	City Central School	Central	Cynthia Yanez, PSDS
31	OSEC-DECSB-TCH2-664370-1998	Teacher II (Elementary)	City Central School	Central	Cynthia Yanez, PSDS
32	OSEC-DECSB-TCH3-660133-2008	Teacher III (Elementary)	City Central School	Central	Cynthia Yanez, PSDS
33	OSEC-DECSB-TCH3-660282-2025	Teacher III (Elementary)	City Central School	Central	Cynthia Yanez, PSDS
34	OSEC-DECSB-TCH3-663981-1998	Teacher III (Elementary)	City Central School	Central	Cynthia Yanez, PSDS
35	OSEC-DECSB-TCH3-664001-1998	Teacher III (Elementary)	City Central School	Central	Cynthia Yanez, PSDS
36	OSEC-DECSB-TCH3-664020-1998	Teacher III (Elementary)	City Central School	Central	Cynthia Yanez, PSDS
37	OSEC-DECSB-MTCHR1-661523-1998	Master Teacher I (Elementary)	Corrales Elementary School	Central	Cynthia Yanez, PSDS
38	OSEC-DECSB-TCH2-664368-1998	Teacher II (Elementary)	Corrales Elementary School	Central	Cynthia Yanez, PSDS
39	OSEC-DECSB-TCH2-664369-1998	Teacher II (Elementary)	Corrales Elementary School	Central	Cynthia Yanez, PSDS
40	OSEC-DECSB-TCH3-660479-2014	Teacher III (Elementary)	Corrales Elementary School	Central	Cynthia Yanez, PSDS
41	OSEC-DECSB-TCH3-664553-1998	Teacher III (Elementary)	Corrales Elementary School	Central	Cynthia Yanez, PSDS
42	OSEC-DECSB-MTCHR1-661521-1998	Master Teacher I (Elementary)	Bulua Central School	Bulua (Patag)	Marife Ramos, PSDS



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43	OSEC-DECSB-TCH3-660112-2008	Teacher III (Elementary)	Bulua Central School	Bulua (Patag)	Marife Ramos, PSDS
44	OSEC-DECSB-TCH3-663914-1998	Teacher III (Elementary)	Camp Evangelista Elementary School	Bulua (Patag)	Marife Ramos, PSDS
45	OSEC-DECSB-TCH3-664021-1998	Teacher III (Elementary)	Camp Evangelista Elementary School	Bulua (Patag)	Marife Ramos, PSDS
46	OSEC-DECSB-TCH2-660096-2014	Teacher II (Secondary)	Indahag National High School	Indahag (Macasandig - Taguanao)	Jennifer Espina, DIC
47	OSEC-DECSB-TCH3-660477-2021	Teacher III (Elementary)	Macasandig Elementary School	Indahag (Macasandig - Taguanao)	Jennifer Espina, DIC
48	OSEC-DECSB-TCH2-660006-2007	Teacher II (Elementary)	Taguanao Elementary School	Indahag (Macasandig - Taguanao)	Jennifer Espina, DIC
49	OSEC-DECSB-TCH3-660823-2019	Teacher III (Elementary)	Cagayan de Oro National High School - Junior High	Nazareth	Jerry Taruc, PSDS
50	OSEC-DECSB-TCH2-664325-1998	Teacher II (Elementary)	South City Central School	Nazareth	Jerry Taruc, PSDS
51	OSEC-DECSB-TCH3-660185-2010	Teacher III (Elementary)	Canitoan Elementary School	Canitoan (PN Roa - Pagatpat)	Jessica Hinacay, DIC
52	OSEC-DECSB-TCH3-660498-2014	Teacher III (Elementary)	Canitoan Elementary School	Canitoan (PN Roa - Pagatpat)	Jessica Hinacay, DIC
53	OSEC-DECSB-TCH3-664068-1998	Teacher III (Elementary)	Canitoan Elementary School	Canitoan (PN Roa - Pagatpat)	Jessica Hinacay, DIC
54	OSEC-DECSB-TCH2-660054-2018	Teacher II (Secondary)	Canitoan National High School	Canitoan (PN Roa - Pagatpat)	Jessica Hinacay, DIC



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55	OSEC-DECSB-TCH2-660170-2001	Teacher II (Elementary)	Pagatpat Elementary School	Canitoan (PN Roa - Pagatpat)	Jessica Hinacay, DIC
56	OSEC-DECSB-TCH3-660015-2023	Teacher III (Elementary)	Pagatpat Elementary School	Canitoan (PN Roa - Pagatpat)	Jessica Hinacay, DIC
57	OSEC-DECSB-TCH2-660137-2012	Teacher II (Secondary)	Pedro "Oloy" N. Roa Sr. Elementary School	Canitoan (PN Roa - Pagatpat)	Jessica Hinacay, DIC
58	OSEC-DECSB-SPET1-660003-2016	Special Education Teacher I	Fr. William F. Masterson, SJ Elementary School	Balulang	Marcelo Mabalos, DIC
59	OSEC-DECSB-TCH3-660727-2023	Teacher III (Elementary)	Fr. William F. Masterson, SJ Elementary School	Balulang	Marcelo Mabalos, DIC
60	OSEC-DECSB-MTCHR2-660569-1998	Master Teacher II (Elementary)	Balulang Elementary School	Balulang	Marcelo Mabalos, DIC
61	OSEC-DECSB-TCH2-660165-2002	Teacher II (Elementary)	Balulang Elementary School	Balulang	Marcelo Mabalos, DIC
62	OSEC-DECSB-TCH3-663652-2025	Teacher III (Elementary)	Balulang Elementary School	Balulang	Marcelo Mabalos, DIC
63	OSEC-DECSB-TCH2-664406-1998	Teacher II (Elementary)	Consolacion Elementary School	North I	Margie Andrade, PSDS
64	OSEC-DECSB-MTCHR1-660004-2002	Master Teacher I (Elementary)	Macabalan Elementary School	North I	Margie Andrade, PSDS
65	OSEC-DECSB-TCH2-662561-1998	Teacher II (Elementary)	Macabalan Elementary School	North I	Margie Andrade, PSDS
66	OSEC-DECSB-TCH3-660878-2019	Teacher III (Elementary)	Macabalan Elementary School	North I	Margie Andrade, PSDS
67	OSEC-DECSB-TCH3-660488-2021	Teacher III (Elementary)	North City Central School	North I	Margie Andrade, PSDS
68	OSEC-DECSB-TCH3-660497-2014	Teacher III (Elementary)	North City Central School	North I	Margie Andrade, PSDS



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69	OSEC-DECSB-TCH3-660448-2014	Teacher III (Secondary)	Balubal National High School	Bugo (Puerto-Balubal)	Milagros Recamadas, PSDS
70	OSEC-DECSB-MTCHR2-660567-1998	Master Teacher II (Elementary)	Suntingon Elementary School (Annex)	Bugo (Puerto-Balubal)	Milagros Recamadas, PSDS
71	OSEC-DECSB-TCH3-660468-2012	Teacher III (Elementary)	Suntingon Elementary School (Annex)	Bugo (Puerto-Balubal)	Milagros Recamadas, PSDS
72	OSEC-DECSB-TCH3-664064-1998	Teacher III (Elementary)	Bayabas Elementary School	Bonbon (Bayabas)	Paraida Orangot, PSDS
73	OSEC-DECSB-TCH2-664446-1998	Teacher II (Secondary)	Bayabas National High School	Bonbon (Bayabas)	Paraida Orangot, PSDS
74	OSEC-DECSB-TCH3-660212-2010	Teacher III (Elementary)	Camaman-an Elementary School	Camaman-an	Roel Lamberte, DIC
75	OSEC-DECSB-TCH3-660470-2012	Teacher III (Elementary)	Camaman-an Elementary School	Camaman-an	Roel Lamberte, DIC
76	OSEC-DECSB-TCH3-663971-1998	Teacher III (Elementary)	Camaman-an Elementary School	Camaman-an	Roel Lamberte, DIC
77	OSEC-DECSB-TCH2-660534-2023	Teacher II (Elementary)	Mambuaya Elementary School	Mambuaya (Bayanga)	Rosemarie Tolentino, DIC asst
78	OSEC-DECSB-MTCHR1-660016-2022	Master Teacher I (Secondary)	Carmen National High School	Carmen	Shirley Merida, PSDS
79	OSEC-DECSB-TCH2-660121-2012	Teacher II (Elementary)	Macanhan Elementary School	Carmen	Shirley Merida, PSDS
80	OSEC-DECSB-TCH3-660300-2025	Teacher III (Elementary)	Macanhan Elementary School	Carmen	Shirley Merida, PSDS
81	OSEC-DECSB-TCH3-660020-2007	Teacher III (Elementary)	Sacred Heart Village Elementary School	Carmen	Shirley Merida, PSDS
82	OSEC-DECSB-TCH3-660427-2021	Teacher III (Elementary)	Upper Carmen Elementary School	Carmen	Shirley Merida, PSDS
83	OSEC-DECSB-TCH2-660120-2012	Teacher II (Elementary)	West City Central School	Carmen	Shirley Merida, PSDS



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84	OSEC-DECSB-TCH2-660128-2012	Teacher II (Elementary)	West City Central School	Carmen	Shirley Merida, PSDS
85	OSEC-DECSB-TCH3-660061-2005	Teacher III (Elementary)	West City Central School	Carmen	Shirley Merida, PSDS
86	OSEC-DECSB-TCH3-660134-2002	Teacher III (Elementary)	West City Central School	Carmen	Shirley Merida, PSDS
87	OSEC-DECSB-TCH3-660299-2026	Teacher III (Elementary)	West City Central School	Carmen	Shirley Merida, PSDS
88	OSEC-DECSB-TCH3-660504-2016	Teacher III (Elementary)	West City Central School	Carmen	Shirley Merida, PSDS
89	OSEC-DECSB-TCH3-663932-1998	Teacher III (Elementary)	West City Central School	Carmen	Shirley Merida, PSDS
90	OSEC-DECSB-TCH3-664049-1998	Teacher III (Elementary)	West City Central School	Carmen	Shirley Merida, PSDS
91	OSEC-DECSB-TCH3-664554-1998	Teacher III (Elementary)	West City Central School	Carmen	Shirley Merida, PSDS
92	OSEC-DECSB-MTCHR2-660491-1998	Master Teacher II (Elementary)	West City Central School	Carmen	Shirley Merida, PSDS
93	OSEC-DECSB-MTCHR1-660016-2001	Master Teacher I (Elementary)	Lumbia Central School	Lumbia	Sylvio Carciller, PSDS
94	OSEC-DECSB-MTCHR1-660017-2001	Master Teacher I (Elementary)	Lumbia Central School	Lumbia	Sylvio Carciller, PSDS
95	OSEC-DECSB-TCH2-664360-1998	Teacher II (Elementary)	Lumbia Central School	Lumbia	Sylvio Carciller, PSDS
96	OSEC-DECSB-TCH3-663649-2025	Teacher III (Elementary)	Iponan Elementary School	Iponan (Baikington - San Simon)	Tito Yongao, DIC
97	OSEC-DECSB-TCH2-660387-2021	Teacher II (Elementary)	FS Catanico Elementary School	Cugman (FS Catanico)	Vaicar Mayake, DIC



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Office of the Schools Division Superintendent
Enclosure **B** for Division Memorandum No. **89** s. 2026

VACANCY ANNOUNCEMENT
No. 08 s. 2026

POSITION TITLE	SALARY GRADE	MONTHLY SALARY	QUALIFICATION STANDARDS			
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Master Teacher I (Elementary)	18	51,304	Master's Degree in Education or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years Or Completion of NEAP – requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher – Elementary / Secondary)
Master Teacher I (Secondary)	18	51,304	Master's Degree in Education or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years Or Completion of NEAP – requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher – Secondary)



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Master Teacher II (Elementary)	19	59,153	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning areas	24 hours of training in any of or cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; Or Completion of NEAP-requisite professional development program for Career stage III (Highly Proficient Teacher)	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	RA 1080, as amended (Teacher-Elementary/Secondary)
Special Education Teacher I	14	38,764	Bachelor's degree in Education with specialization in Special Education	None Required	None Required	RA 1080, as amended (Teacher-Elementary / Secondary)
Special Education Teacher II	15	42,178	Bachelor's degree in Education with specialization in Special Education	4 hours of relevant training	1 year experience as Special Education Teacher	RA 1080, as amended (Teacher-Elementary / Secondary)



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Teacher III (Elementary)	13	36,125	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary / Secondary)
Teacher III (Secondary)	13	36,125	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)
Teacher II (Elementary)	12	33,947	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary / Secondary)



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Teacher II (Secondary)	12	33,947	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher- Secondary)
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Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure **C** for Division Memorandum No. **589** s. 2026

SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

All interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean folder to the respective **Schools on or before July 08, 2026, at 5:00 PM.** *Kindly include the position with the districts/ Schools you are applying for.*

- a) Letter of Intent addressed to the SDS containing the following information:
 - i. Statement of purpose/ expression of interest; and
 - ii. Learning area/ subject group they intend to teach, if applicable;
- b) Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and 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 (Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees)
- g) Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable
(for internal applicants, there is no need to submit a Service Record and Certificate of Employment)
- 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, Trainers Methodology Certificate (TMC), *if applicable*;
- k) Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating.

(Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DepEd Order No. 20, s. 2024. The latest performance rating 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 of 2012), using the attached form (Annex C)
- m) Other documents may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

CHECKLIST OF REQUIREMENTS

Annex C-1

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

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

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.