



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

July 4, 2025

**DIVISION MEMORANDUM**  
**No. 318 , s. 2025**

**SUBMISSION OF APPLICATION FOR VACANT TEACHING POSITIONS**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Principals/Head Teacher-In-Charge of the District**  
**Heads of Public Elementary, Secondary and Integrated Schools**  
**All Others Concerned**

1. Pursuant to **DepEd Order No. 19, s. 2022** titled “*The Department of Education Merit Selection Plan*”, and **DepEd Order No. 20, s. 2024** titled “*Guidelines on Recruitment, Selection, and Appointment to Higher Teaching Positions*”, **this Office announces the submission of application for vacant Teacher II, Teacher III, Special Education Teacher I and Special Science Teacher I positions listed in Enclosure No. 1.** For **Teacher I positions**, **DepEd Order No. 007, s. 2023** titled “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*” and **DepEd Order No. 021, s. 2024** titled “*Amendments to DepEd Order No. 007, s. 2023*” shall be the basis for the recruitment and selection. Attention is invited to **Enclosure No. 2** for the Criteria and Performance Requirements per position.
2. **Espousing the principles of merit, fitness, and equal opportunity, all interested applicants regardless of age, gender, civil status, disability, ethnicity, social status, religion, and political affiliation are advised to submit their application documents to the School where the vacancy exists not later than July 17, 2025 (Thursday), until 5:00 p.m. only.** Applicants who failed to submit complete documentary requirements on the set deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the set deadline.**
3. Applicants must submit **one (1) white folder** containing the application letter with complete documentary requirements which must be arranged and properly labeled with dog-ears/side tabbing. The following are the documents to be submitted:
  - a. **Letter of intent addressed to the Schools Division Superintendent;**
  - b. **Duly accomplished PDS (CS Form No. 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 PBET/LET/LEPT Rating, if applicable;**



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- f. **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;**
  - 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, if any; *(Note: Relevant trainings/seminars **acquired from the date of last promotion/reclassification** or those undertaken within the last five (5) years prior to July 17, 2025 will be credited)***
  - 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-1)**, sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and**
  - k. **Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.**
4. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
  5. An **application code** shall be issued to the applicant upon submission of hard copy to ensure objectivity and integrity of the process and to protect the identity of applicants when posting the result.
  6. **Applicants who will submit application documents after the deadline as indicated in the official publication in the CSC Website shall be accepted but will be accommodated in the next round of assessments/next school year.**
  7. School Heads are directed to post and announce the enclosed vacancies in at least three (3) conspicuous places for transparency purposes and to encourage a pool of applicants.
  8. The Head of the school where the vacancy exists shall automatically be a member of the Division Human Resource Merit Promotion and Selection Board (HRMPSB)



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while the Administrative Officer II or Administrative Assistant II/III shall serve as the secretariat. Schools with existing Master Teacher maybe designated as observer during the conduct of COI, NCOI annotations and Behavioral Events Interview (BEI) while those with no existing Master Teachers may coordinate with the HTID/PID/PSDS and request the assistance of other School Heads within the District who are also members of the Sub-Committee.

9. District/School Sub-Committee and the applicants are enjoined to observe the schedule of activities on the conduct of the ranking process as indicated in **Enclosure no. 3.**
10. Expenses of the HRMPSB relative to the evaluation of documents and preparation of Comparative Assessment Result (CAR), shall be charged against the local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.
11. Immediate and wide dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

**RAMON D. PARAS JR. EdD**

OIC, Office of the Assistant Schools Division Superintendent  
In-Charge of the Division

Reference: As stated

Encl.: As stated

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

EMPLOYEES

HIRING

POLICY

RECRUITMENT

TEACHERS

RFD/mtb



No.	Position Title	Planilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Special Education Teacher I	OSEC-DECSB-SPET1-420003-2025	14	37024	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080, as amended (Teacher Elementary/Secondary)	Career Stage 1 or Beginning Teachers based on PPST	Balete Integrated School
2	Special Education Teacher I	OSEC-DECSB-SPET1-420005-2025	14	37024	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080, as amended (Teacher Elementary/Secondary)	Career Stage 1 or Beginning Teachers based on PPST	Ibajay Central School
3	Special Education Teacher I	OSEC-DECSB-SPET1-420004-2025	14	37024	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080, as amended (Teacher Elementary/Secondary)	Career Stage 1 or Beginning Teachers based on PPST	Kalibo Integrated Special Education Center
4	Special Education Teacher I	OSEC-DECSB-SPET1-420006-2025	14	37024	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080, as amended (Teacher Elementary/Secondary)	Career Stage 1 or Beginning Teachers based on PPST	Tamalagon Integrated School
5	Teacher III (Elementary)	OSEC-DECSB-TCH3-421256-2022	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Agmailig Elementary School, District of Libacac
6	Teacher III (Elementary)	OSEC-DECSB-TCH3-420395-2012	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Angas Integrated School, District of Batan
7	Teacher III (Elementary)	OSEC-DECSB-TCH3-427344-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Bangbang Elementary School, District of Balete
8	Teacher III (Elementary)	OSEC-DECSB-TCH3-427477-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Briones Elementary School, District of Kalibo I
9	Teacher III (Elementary)	OSEC-DECSB-TCH3-421188-2021	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Dalagsaan Integrated School, District of Libacac
10	Teacher III (Elementary)	OSEC-DECSB-TCH3-420431-2012	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Guisi Elementary School, District of Altavas
11	Teacher III (Elementary)	OSEC-DECSB-TCH3-420364-2014	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Habana Elementary School, District of Nabas
12	Teacher III (Elementary)	OSEC-DECSB-TCH3-420367-2014	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Kabulihan-Dumlog ES, District of Malay

No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
13	Teacher III (Elementary)	OSEC-DECSB-TCH3-427690-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Lawa-an Elementary School, District of New Washington
14	Teacher III (Elementary)	OSEC-DECSB-TCH3-420283-2022	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Linabuan Norte Elementary School, District of Kalibo II
15	Teacher III (Elementary)	OSEC-DECSB-TCH3-427310-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Lupo Elementary School, District of Altavas
16	Teacher III (Elementary)	OSEC-DECSB-TCH3-427608-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Makato Integrated School, District of Makato
17	Teacher III (Elementary)	OSEC-DECSB-TCH3-427558-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Mamba Elementary School, District of Madalag
18	Teacher III (Elementary)	OSEC-DECSB-TCH3-420549-2010	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Maytaraw Primary School, District of Libacao
19	Teacher III (Elementary)	OSEC-DECSB-TCH3-427802-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Nabaoy Elementary School, District of Malay
20	Teacher III (Elementary)	OSEC-DECSB-TCH3-420389-2014	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Nabas Elementary School, District of Nabas
21	Teacher III (Elementary)	OSEC-DECSB-TCH3-420310-2010	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Navitas Elementary School-Malinao, District of malinao
22	Teacher III (Elementary)	OSEC-DECSB-TCH3-427435-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Ondoy Elementary School, District of Ibajay West
23	Teacher III (Elementary)	OSEC-DECSB-TCH3-427686-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Polo Elementary School, District of New Washington



No.	Position Title	Planilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
24	Teacher III (Elementary)	OSEC-DECSB-TCH3-421435-2016	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Regador Elementary School, District of Ibajay East
25	Teacher III (Elementary)	OSEC-DECSB-TCH3-427550-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Taroytoy Elementary School, District of Libacao
26	Teacher III (Elementary)	OSEC-DECSB-TCH3-427606-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Tina Elementary School, District of Makato
27	Teacher III (Elementary)	OSEC-DECSB-TCH3-420016-2024	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Tinigaw Elementary School, District of Kalibo II
28	Teacher III (Elementary)	OSEC-DECSB-TCH3-420057-2000	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Toledo Elementary School, District of Nabas
29	Teacher III (Elementary)	OSEC-DECSB-TCH3-421382-2016	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Tondog Elementary School, District of Tangalan
30	Teacher III (Elementary)	OSEC-DECSB-TCH3-427380-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Toralba Elementary School, District of Banga
31	Teacher III (Elementary)	OSEC-DECSB-TCH3-427808-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Unidos Elementary School, District of Nabas
32	Teacher II (Elementary)	OSEC-DECSB-TCH2-421498-2016	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Balabag Elementary School, District of Malay
33	Teacher II (Elementary)	OSEC-DECSB-TCH2-426441-1998	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Cabangila Elementary School, District of Altavas
34	Teacher II (Elementary)	OSEC-DECSB-TCH2-420297-2010	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Calamcan Elementary School, District of Libacao

No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
35	Teacher II (Elementary)	OSEC-DECSB-TCH2-420577-2010	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Caticlan Elementary School, District of Malay
36	Teacher II (Elementary)	OSEC-DECSB-TCH2-426519-1998	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Don Edecio Venturanza Integrated School, District of Banga
37	Teacher II (Elementary)	OSEC-DECSB-TCH2-420064-2000	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Ginictan Elementary School, District of Altavas
38	Teacher II (Elementary)	OSEC-DECSB-TCH2-420400-2012	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Guadalupe Elementary School, District of Libacao
39	Teacher II (Elementary)	OSEC-DECSB-TCH2-426588-1998	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Ibajay Central School, District of Ibajay West
40	Teacher II (Elementary)	OSEC-DECSB-TCH2-426713-1998	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Malinao Elementary School, District of Malinao
41	Teacher II (Elementary)	OSEC-DECSB-TCH2-426566-1998	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Maloco Elementary School, District of Ibajay West
42	Teacher II (Elementary)	OSEC-DECSB-TCH2-420295-2010	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Maytaraw Primary School, District of Libacao
43	Teacher II (Elementary)	OSEC-DECSB-TCH2-426607-1998	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Naligusan Elementary School, District of Ibajay East
44	Teacher II (Elementary)	OSEC-DECSB-TCH2-426518-1998	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Polo Elementary School, District of Banga
45	Teacher II (Elementary)	OSEC-DECSB-TCH2-426617-1998	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Pook Integrated School, District of Kalibo I



No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
46	Teacher III (Secondary)	OSEC-DECSB-TCH3-420639-2014	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Aguinaldo T. Repiedad Sr. Integrated School
47	Teacher III (Secondary)	OSEC-DECSB-TCH3-420539-2021	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Angas Integrated School
48	Teacher III (Secondary)	OSEC-DECSB-TCH3-421304-2016	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Bacan National High School
49	Teacher III (Secondary)	OSEC-DECSB-TCH3-420488-2012	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Batan Academy (A National School)
50	Teacher III (Secondary)	OSEC-DECSB-TCH3-420132-2007	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Boracay National High School
51	Teacher III (Secondary)	OSEC-DECSB-TCH3-434504-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Camaligan National High School
52	Teacher III (Secondary)	OSEC-DECSB-TCH3-430609-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Candelaria National High School
53	Teacher III (Secondary)	OSEC-DECSB-TCH3-420196-2009	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Dr. Ramon B. Legaspi, Sr. National High School
54	Teacher III (Secondary)	OSEC-DECSB-TCH3-421344-2016	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Linaysan National High School
55	Teacher III (Secondary)	OSEC-DECSB-TCH3-420546-2021	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Ma. Cristina Integrated School
56	Teacher III (Secondary)	OSEC-DECSB-TCH3-420106-2020	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Malay National High School



No.	Position Title	Plantilla Item No.	Salary /Job/Pay Grade	Monthly Salary	Qualification Standards					Place Of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
57	Teacher III (Secondary)	OSEC-DECSB-TCH3-420474-2012	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Maloco National High School
58	Teacher III (Secondary)	OSEC-DECSB-TCH3-420630-2014	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	New Washington National Comprehensive High school
59	Teacher III (Secondary)	OSEC-DECSB-TCH3-430546-1998	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Rosario National High School
60	Teacher III (Secondary)	OSEC-DECSB-TCH3-420396-2014	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Tamalagon Integrated School
61	Teacher III (Secondary)	OSEC-DECSB-TCH3-420556-2019	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Tamalagon Integrated School
62	Teacher III (Secondary)	OSEC-DECSB-TCH3-420135-2001	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Tangalan National High School
63	Teacher III (Secondary)	OSEC-DECSB-TCH3-420658-2014	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Toralba National High School
64	Teacher III (Secondary)	OSEC-DECSB-TCH3-420081-200	13	34421	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)	Career Stage 2 or Proficient Teachers based on PPST	Unidos National High School
65	Teacher II (Secondary)	OSEC-DECSB-TCH2-429210-1998	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Altavas National School
66	Teacher II (Secondary)	OSEC-DECSB-TCH2-432721-1998	12	32245	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)	Career Stage 2 or Proficient Teachers based on PPST	Linabuan National High School



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Enclosure No. 2 to Division Memorandum No. 318, s. 2025

Performance Requirements

**Internal applicants** – must have at least a Very Satisfactory rating in the latest one-year complete performance cycle in their current position. They must also meet the performance requirements of the position applied for, based on up to three (3) rating periods from the most recently completed cycle, to wit;

Completely signed IPCRF for S.Y. 2024-2025, 2023-2024 and 2022-2023

Position Applied for	Classroom Observable Indicators	Non-Classroom Observable Indicators
Teacher II	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
Teacher III	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
Special Science Teacher I	none	none
Special Education Teacher I	none	none

**External applicants** – such as Teachers-in-Charge, related teaching, and non-teaching personnel who are **not** using the existing PPST-based IPCRF of teachers shall be required to present a comparable performance rating with at least very satisfactory rating in the current and previous position/s; provided that the latest performance rating obtained covers one (1) year complete performance cycle in the current or latest position.

Table 1. Point System for Comparative Assessment

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (Classroom Observation)	25
f. PPST NCOIs (Portfolio Annotations and BEI)	15
Total	100







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Enclosure No. 3 to Division Memorandum No. 318, s. 2025

**Schedule of activities for the Recruitment and Selection of Applicants for the Comparative Assessment Result (CAR) for Teacher II, Teacher III, Special Science Teacher I, and Special Education Teacher I positions**

Activity	Schedule	Person In-Charge
Submission of application letter and supporting documents to the school head where the vacancy exists and issuance of application code <i>(Note: application code must bear the school ID where the vacancy exists. i.e <b>114771-01-2025</b>)</i>	July 4-17, 2025	School Head/AO II/ADAS
Conduct of initial evaluation of the documents including the performance requirement	July 18-22, 2025	School Head/AO II/ADAS
Posting of Initial Evaluation Result (IER) and sending of Official Communications to Qualified (Q) <b>(Annex E)</b> and Disqualified (DQ) applicants <b>(Annex F)</b>	July 23-24, 2025	School Head/AO II/ADAS
Evaluation of submitted documents for the Education, Training, Experience (ETE), Performance, and Conduct of the Classroom Observable Indicators (Demonstration Teaching) and Non-Classroom Observable Indicators (NCOI Annotations) and Behavioral Events Interview (BEI)	July 25-29, 2025	School Head/AO II/ADAS/Sub-Committee in the District
Submission of the <b>signed Individual Evaluation Sheet (IES) and corresponding Annexes</b> of the applicants to the division HRMPSB for consolidation and final deliberation	July 30-31, 2025	AO II/ADAS/ Secretariat of Sub-Committee in the District
Posting of the signed Comparative Assessment Result (CAR)	August 4, 2025	Division HRMPSB





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Annex C-1

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", telecronic 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.





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**PERFORMANCE REQUIREMENTS**

**APPLICANT**

**Present Position:**

**School :**

**Date of Last Promotion:**

**Position Applied for:**

Position Applied for	CLASSROOM OBSERVABLE INDICATORS	NON-CLASSROOM OBSERVABLE INDICATORS
Teacher II	At least <b>6 Proficient</b> COIs at <b>VS</b>	At least <b>4 Proficient</b> NCOIs at <b>VS</b>
Teacher III	At least <b>12 Proficient</b> COIs at <b>VS</b>	At least <b>8 Proficient</b> NCOIs at <b>VS</b>
Master Teacher I	<b>21 Proficient</b> COIs at <b>Outstanding</b>	<b>8 Proficient</b> NCOIs at <b>VS</b> ; and <b>8 Proficient</b> NCOIs at <b>Outstanding</b>

COIs			O	VS
1.1.2	Y1/Y2/Y3	Applied knowledge of content within and across curriculum teaching areas.		
1.3.2	Y3	Ensured the positive use of ICT to facilitate the teaching and learning process.		
1.4.2	Y1/Y2/Y3	Used a range of teaching strategies that enhance learner achievement in literacy and numeracy skills.		
1.5.2	Y1/Y2	Applied a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills.		
1.6.2	Y2	Displayed proficient use of Mother Tongue, Filipino and English to facilitate teaching and learning.		
1.7.2	Y3	Used effective verbal and non-verbal classroom communication strategies to support learner understanding, participation, engagement and achievement.		
2.1.2	Y2	Established safe and secure learning environments to enhance learning through the consistent implementation of policies, guidelines and procedures.		
2.2.2	Y2	Maintained learning environments that promote fairness, respect and care to encourage learning.		
2.3.2	Y1	Managed classroom structure to engage learners, individually or in groups, in meaningful exploration, discovery and hands-on activities within a range of physical learning environments.		
2.4.2	Y3	Maintained supportive learning environments that nurture and inspire learners to participate, cooperate and collaborate in continued learning.		
2.5.2	Y3	Applied a range of successful strategies that maintain learning environments that motivate learners to work productively by assuming responsibility for their own learning.		
2.6.2	Y1	Managed learner behavior constructively by applying positive and non-violent discipline to ensure learning focused environments.		
3.1.2	Y1	Used differentiated, developmentally appropriate learning experiences to address learners' gender, needs, strengths, interests and experiences.		
3.2.2	Y2	Established a learner centered culture by using teaching strategies that respond to their linguistic, cultural, socio-economic and religious backgrounds.		
3.3.2	Y3	Designed, adapted and implemented teaching strategies that are responsive to learners with disabilities, giftedness and talents.		
3.4.2	Y3	Planned and delivered teaching strategies that are responsive to the special educational needs of learners in difficult circumstances, including: geographic isolation; chronic illness; displacement due to armed conflict, urban resettlement or disasters; child abuse and child labor practices.		
3.5.2	Y2	Adapted and used culturally appropriate teaching strategies to address the needs of learners from indigenous groups.		
4.1.2	Y1	Planned, managed and implemented developmentally sequenced teaching and learning process to meet curriculum requirements and varied teaching contexts.		
4.5.2	Y1	Selected, developed, organized and used appropriate teaching and learning resources, including ICT, to address learning goals.		
5.1.2	Y1	Designed, selected, organized and used diagnostic, formative and summative assessment strategies consistent with curriculum requirements.		
5.3.2	Y2	Used strategies for providing timely, accurate and constructive feedback to improve learner performance.		
<b>TOTAL NO. OF OUTSTANDING &amp; VERY SATISFACTORY</b>				

NCOIs			O	VS
1.2.2	Y3	Used research-based knowledge and principles of teaching and learning to enhance professional practice.		
4.2.2	Y2	Set achievable and appropriate learning outcomes that are aligned with learning competencies.		
4.3.2	Y3	Adapted and implemented learning programs that ensure relevance and responsiveness to the needs of all learners.		
4.4.2	Y1	Participated in collegial discussions that use teacher and learner feedback to enrich teaching practice.		
5.2.2	Y1	Monitored and evaluated learner progress and achievement using learner attainment data.		
5.4.2	Y1	Communicated promptly and clearly the learners' needs, progress and achievement to key stakeholders, including parents/guardians.		
5.5.2	Y2	Utilized assessment data to inform the modification of teaching and learning practices and programs.		
6.1.2	Y3	Maintained learning environments that are responsive to community contexts.		
6.2.2	Y2	Built relationships with parents/guardians and the wider school community to facilitate involvement in the educative process.		
6.3.2	Y3	Reviewed regularly personal teaching practice using existing laws and regulations that apply to the teaching profession and the responsibilities specified in the Code of Ethics for Professional Teachers.		
6.4.2	Y3	Complied with and implement school policies and procedures consistently to foster harmonious relationships with learners, parents, and other stakeholders.		
7.1.2	Y1	Applied a personal philosophy of teaching that is learner-centered.		
7.2.2	Y3	Adopted practices that uphold the dignity of teaching as a profession by exhibiting qualities such as caring attitude, respect, and integrity.		
7.3.2	Y2	Participated in professional networks to share knowledge and to enhance practice.		
7.4.2	Y2	Developed a personal professional improvement plan based on reflection of one's practice and ongoing professional learning.		
7.5.2	Y1	Set professional development goals based on the Philippine Professional Standards for Teachers.		
<b>TOTAL NO. OF OUTSTANDING &amp; VERY SATISFACTORY</b>				

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Signature over Printed Name of Assessor



**INDIVIDUAL EVALUATION SHEET (IES)**

Name of Applicant: \_\_\_\_\_ Application code: \_\_\_\_\_  
 Position Applied For: **Teacher II** \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 JobGroup/SG-Level: **Higher Teaching Positions / SG-12** \_\_\_\_\_

Criteria	Weight Allocation	Applicant's Actual Qualifications		
		Details of Applicant's Qualifications (Relevant documents submitted; additional requirements, notes of HRMPSB Members)	Computation	Actual Score
Education (6)	10			
Training (2)	10			
Experience (3)	10			
Performance (S.Y. 2024-2025)	30			
PPST Classroom Observable Indicators (Classroom Observation)	25			
PPST Non-Classroom Observable Indicators (Portfolio Annotation and BEI)	15			
<b>Total</b>	<b>100</b>			

I hereby attest to the conduct of the application and assessment process in accordance with the applicable guidelines; and acknowledge, upon discussion with the Human Resource Merit Promotion and Selection Board (HRMPSB), the results of the comparative assessment and the points given to me based on my qualifications and submitted documentary requirements for the **Teacher II position** under **(insert school where the vacancy exists)**.

Furthermore, I hereby affix my signature in this Form to attest to the objective and judicious conduct of the HRMPSB evaluation through Open Ranking System.

\_\_\_\_\_  
 Name and Signature of Applicant

Date: \_\_\_\_\_

Attested:

\_\_\_\_\_  
 HRMPSB Chair

**INDIVIDUAL EVALUATION SHEET (IES)**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: Teacher III  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 JobGroup/SG-Level: Higher Teaching Positions / SG-13

Application code: \_\_\_\_\_

Criteria	Weight Allocation	Applicant's Actual Qualifications		
		Details of Applicant's Qualifications (Relevant documents submitted; additional requirements, notes of HRMPSB Members)	Computation	Actual Score
Education (6)	10			
Training (3)	10			
Experience (5)	10			
Performance (S.Y. 2024-2025)	30			
PPST Classroom Observable Indicators (Classroom Observation)	25			
PPST Non-Classroom Observable Indicators (Portfolio Annotation and BEI)	15			
<b>Total</b>	<b>100</b>			

I hereby attest to the conduct of the application and assessment process in accordance with the applicable guidelines; and acknowledge, upon discussion with the Human Resource Merit Promotion and Selection Board (HRMPSB), the results of the comparative assessment and the points given to me based on my qualifications and submitted documentary requirements for the **Teacher III position** under **(insert school where the vacancy exists)**.

Furthermore, I hereby affix my signature in this Form to attest to the objective and judicious conduct of the HRMPSB evaluation through Open Ranking System.

\_\_\_\_\_  
 Name and Signature of Applicant  
 Date:

Attested:

\_\_\_\_\_  
 HRMPSB Chair



## INDIVIDUAL EVALUATION SHEET (IES)

Name of Applicant: \_\_\_\_\_ Application code: \_\_\_\_\_  
 Position Applied For: Special Science Teacher I  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 JobGroup/SG-Level: Higher Teaching Positions / SG-13

Criteria	Weight Allocation	Applicant's Actual Qualifications		
		Details of Applicant's Qualifications (Relevant documents submitted; additional requirements, notes of HRMPSB Members)	Computation	Actual Score
Education (6)	10			
Training (1)	10			
Experience (1)	10			
Performance (S.Y. 2024-2025)	30			
PPST Classroom Observable Indicators (Classroom Observation)	25			
PPST Non-Classroom Observable Indicators (Portfolio Annotation and BEI)	15			
<b>Total</b>	<b>100</b>			

I hereby attest to the conduct of the application and assessment process in accordance with the applicable guidelines; and acknowledge, upon discussion with the Human Resource Merit Promotion and Selection Board (HRMPSB), the results of the comparative assessment and the points given to me based on my qualifications and submitted documentary requirements for the **Special Science Teacher I position** under (insert school where the vacancy exists).

Furthermore, I hereby affix my signature in this Form to attest to the objective and judicious conduct of the HRMPSB evaluation through Open Ranking System.

Attested:

\_\_\_\_\_  
 Name and Signature of Applicant  
 Date:

\_\_\_\_\_  
 HRMPSB Chair

**INDIVIDUAL EVALUATION SHEET (IES)**

Name of Applicant: \_\_\_\_\_ Application code: \_\_\_\_\_  
 Position Applied For: Special Educaion Teacher I  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 JobGroup/SG-Level: Higher Teaching Positions / SG-14

Criteria	Weight Allocation	Applicant's Actual Qualifications		
		Details of Applicant's Qualifications (Relevant documents submitted; additional requirements, notes of HRMPSB Members)	Computation	Actual Score
Education (6)	10			
Training (1)	10			
Experience (1)	10			
Performance (S.Y. 2024-2025)	30			
PPST Classroom Observable Indicators (Classroom Observation)	25			
PPST Non-Classroom Observable Indicators (Portfolio Annotation and BEI)	15			
<b>Total</b>	<b>100</b>			

I hereby attest to the conduct of the application and assessment process in accordance with the applicable guidelines; and acknowledge, upon discussion with the Human Resource Merit Promotion and Selection Board (HRMPSB), the results of the comparative assessment and the points given to me based on my qualifications and submitted documentary requirements for the **Special Education Teacher I position** under (insert school where the vacancy exists).

Furthermore, I hereby affix my signature in this Form to attest to the objective and judicious conduct of the HRMPSB evaluation through Open Ranking System.

Attested:

\_\_\_\_\_  
 Name and Signature of Applicant  
 Date:

\_\_\_\_\_  
 HRMPSB Chair