



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

September 23, 2025

**SCHOOLS DIVISION MEMORANDUM**

No. 295, s. 2025

**SUBMISSION OF APPLICATION, SCREENING & EVALUATION OF APPLICANTS  
FOR RECLASSIFICATION FOR THE TEACHER II-VI, MASTER TEACHER II  
AND PRINCIPAL I-IV**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School heads  
All Others Concerned

1. With reference to DepEd Order 24, s. 2025 titled *Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions*, this Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the call for submission of application, screening and evaluation of applicants for vacant positions with the following details:

Basis and Pre-requisites for Classification of Teaching Positions Elementary and Junior High School

| Reclassification of Position |             |       | Qualification Standards  |   |                             |   | Performance Requirements  |
|------------------------------|-------------|-------|--|---|-----------------------------|---|---|
| From                         | To          | SG    | Education  | Training  | Experience                  | Eligibility   |   |
| Teacher I                    | Teacher II  | SG 12 | 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  | Elementary: RA 1080 (Teacher Elementary/ Secondary)<br><br>Secondary: RA 1080 (Teacher-Secondary) | At least 6 Proficient COIs at Very Satisfactory; and At least 4 Proficient NCOIs at very Satisfactory |
| Teacher I<br>Teacher II      | Teacher III | SG 13 | Bachelor's degree in Education; or Bachelor's degree in relevant subject   | 16 hours of training in any of or a cumulative of the following: Curriculum,  | 2 years teaching experience | Elementary: RA 1080 (Teacher Elementary/ Secondary)   | At least 12 Proficient COIs at Very Satisfactory; and At least 8 Proficient                           |



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 - 2192; Email Address: [munozonecity@deped.gov.ph](mailto:munozonecity@deped.gov.ph)



**Republic of the Philippines**  
**Department of Education**  
**REGION III – CENTRAL LUZON**  
**SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ**

|  |            |       |  |  |                             |  |  |
|--|------------|-------|--|--|-----------------------------|--|--|
|  |            |       | or learning area with at least 18 professional units in Education  | Pedagogy, Subject Specialization acquired within the last 5 years  |                             | Secondary: RA 1080 (Teacher-Secondary)             | NCOIs at very Satisfactory   |
| Teacher I<br>Teacher II<br>Teacher III | Teacher IV | SG 14 | 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 or Completion of NEAP-requisite professional development program for career Stage II (Proficient Teacher) | 3 years teaching experience | Elementary: RA 1080 (Teacher Elementary/Secondary) | At least 21 Proficient COIs at Very Satisfactory; and At least 16 Proficient NCOIs at very Satisfactory                                |
|  |            |       |  |  |                             | Secondary: RA 1080 (Teacher-Secondary)             |  |
| Teacher III<br>Teacher IV<br>Teacher V | Teacher VI | SG 16 | Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education | 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for career Stage II (Proficient Teacher) | 4 years teaching experience | Elementary: RA 1080 (Teacher Elementary/Secondary) | At least 12 Proficient COIs at Outstanding; and At Least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding |
|  |            |       |  |  |                             | Secondary: RA 1080 (Teacher-Secondary)             |  |



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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

|                  |                   |       |  |   |  |   |  |
|------------------|-------------------|-------|--|---|--|---|--|
| Master Teacher I | Master Teacher II | SG 19 | Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area | 24 hours of training in any of 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 and 1 year relevant experience in instructional supervision and technical assistance to teachers | Elementary: RA 1080 (Teacher Elementary/ Secondary)<br><br>Secondary: RA 1080 (Teacher-Secondary) | At least 10 Highly Proficient COIS at Outstanding; and 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding |
|------------------|-------------------|-------|--|---|--|---|--|



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|                   |                    |       |  |   |  |  |   |
|-------------------|--------------------|-------|--|---|--|--|---|
| Master Teacher I  | Master Teacher III | SG 20 | Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area | 24 hours of training in any of 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 and 2 year relevant experience in instructional supervision and technical assistance to teachers | Elementary:<br>RA 1080<br>(Teacher Elementary/ Secondary<br><br>Secondary:<br>RA 1080<br>(Teacher-Secondary) | 21 Highly Proficient COIS at Outstanding;<br>8 Highly Proficient NCOI's very Satisfactory and 8 Highly Proficient Outstanding |
| Master Teacher II |                    |       |  |   |  |  |   |





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 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Basis and Pre-requisites for Classification of Teaching Positions Senior High  
 School-Academic Track and Core Subjects

| Reclassification of Position |             |       | Qualification Standards   |  |  |                             | Performance Requirements   |
|------------------------------|-------------|-------|---|--|--|-----------------------------|--|
| From                         | To          | SG    | Education   | Training   | Experience   | Eligibility                 |  |
| Teacher I                    | Teacher II  | SG 12 | Bachelor's degree in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master degree in the relevant strand/subject plus 18 units of professional unit sin 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 Experience in teaching or industry work in relevant strand/subject  | RA 1080 (Teacher-Secondary) | At least 6 Proficient COIs at Very Satisfactory; and At least 4 Proficient NCOIs at very Satisfactory  |
| Teacher I<br>Teacher II      | Teacher III | SG 13 | Bachelor's degree in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master degree in the relevant strand/subject plus 18 units of professional unit sin 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 Experience in teaching or industry work in relevant strand/subject | RA 1080 (Teacher-Secondary) | At least 12 Proficient COIs at Very Satisfactory; and At least 4 Proficient NCOIs at very Satisfactory |



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|   |            |          |   |  |  |                             |  |
|---|------------|----------|---|--|--|-----------------------------|--|
| Teacher I<br>Teacher II<br>Teacher III  | Teacher IV | SG<br>14 | Bachelor's degree in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 18 units towards Master degree in the relevant strand/subject plus 18 units of professional unit sin Education | 16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years<br><br>Or<br><br>Completion of NEAP-requisite professional development program for career Stage III (Highly Proficient Teacher) | 3 years Experience in teaching or industry work in relevant strand/subject | RA 1080 (Teacher-Secondary) | 21 Proficient COIs at Very Satisfactory; and At least 16 Proficient NCOIs at very Satisfactory |
| Teacher II<br>Teacher III<br>Teacher IV | Teacher V  | SG<br>15 | Bachelor's degree in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 24 units towards Master degree in the relevant strand/subject plus 18 units of professional unit sin Education | 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years<br><br>Or<br><br>Completion of NEAP-requisite professional development program for career Stage III (Highly                     | 3 years Experience in teaching or industry work in relevant strand/subject | RA 1080 (Teacher-Secondary) | At least 6 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Outstanding      |



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|  |            |          |   |  |  |                             |   |
|--|------------|----------|---|--|--|-----------------------------|---|
|  |            |          |   | Proficient Teacher)  |  |                             |   |
| Teacher III<br>Teacher IV<br>Teacher V | Teacher VI | SG<br>16 | Bachelor's degree in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 24 units towards Master degree in the relevant strand/subject plus 18 units of professional unit sin Education | 32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years<br><br>Or<br><br>Completion of NEAP-requisite professional development program for career Stage III (Highly Proficient Teacher) | 4 years Experience in teaching or industry work in relevant strand/subject | RA 1080 (Teacher-Secondary) | At least 12 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOI's at Outstanding |
|  |            |          |   |  |  |                             |   |



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|                  |                   |       |  |   |   |                             |  |
|------------------|-------------------|-------|--|---|---|-----------------------------|--|
| Master Teacher I | Master Teacher II | SG 19 | Master's degree in relevant strand/subject plus 18 professional units in Education | 24 hours of training in any of 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 and 1-year experience in instructional supervision and technical assistance to teachers | RA 1080 (Teacher-Secondary) | At least 10 Highly Proficient COIS at Outstanding; and 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding |
|------------------|-------------------|-------|--|---|---|-----------------------------|--|





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|                   |                    |       |  |   |  |                             |   |
|-------------------|--------------------|-------|--|---|--|-----------------------------|---|
| Master Teacher I  | Master Teacher III | SG 20 | Master's degree in relevant strand/subject plus 18 professional units in Education | 24 hours of training in any of 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 and 2 year relevant experience in instructional supervision and technical assistance to teachers | RA 1080 (Teacher-Secondary) | 21 Highly Proficient COIS at Outstanding; 8 Highly Proficient NCOI's at Very Satisfactory and 8 Highly Proficient Outstanding |
| Master Teacher II |                    |       |  |   |  |                             |   |



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Basis and Pre-requisites for Classification of Teaching Positions Senior High School-Technical Vocational (TVL) Track

| Reclassification of Position |             |       | Qualification Standards   |   |   |                             | Performance Requirements   |
|------------------------------|-------------|-------|---|---|---|-----------------------------|--|
| From                         | To          | SG    | Education   | Training  | Experience  | Eligibility                 |  |
| Teacher I                    | Teacher II  | SG 12 | Bachelor's degree in the relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical vocational (course(s) in the area of specialization plus 18 units of professional unit in Education | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) in relevant technical vocational course(s) in the area of specialization | 1 year Experience in teaching or industry experience in relevant strand/area of specialization  | RA 1080 (Teacher-Secondary) | At least 6 Proficient COIs at Very Satisfactory; and At least 4 Proficient NCOIs at very Satisfactory  |
| Teacher I<br>Teacher II      | Teacher III | SG 13 | Bachelor's degree in the relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical vocational (course(s) in the area of specialization plus 18 units of professional unit in Education | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) in relevant technical vocational course(s) in the area of specialization | 2 years Experience in teaching or industry experience in relevant strand/area of specialization | RA 1080 (Teacher-Secondary) | At least 12 Proficient COIs at Very Satisfactory; and At least 8 Proficient NCOIs at very Satisfactory |



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|   |            |          |   |   |  |                             |  |
|---|------------|----------|---|---|--|-----------------------------|--|
| Teacher I<br>Teacher II<br>Teacher III  | Teacher IV | SG<br>14 | Bachelor's degree in the relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical vocational (course(s) in the area of specialization plus 18 units of professional unit in Education | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) in relevant technical vocational course(s) in the area of specialization<br><br>Or<br><br>Completion of NEAP-requisite professional development program for career Stage III (Highly Proficient Teacher) | 3 years Experience in teaching or industry experience in relevant strand/area of specialization              | RA 1080 (Teacher-Secondary) | 21 Proficient COIs at Very Satisfactory; and At least 16 Proficient NCOIs at very Satisfactory |
| Teacher II<br>Teacher III<br>Teacher IV | Teacher V  | SG<br>15 | Bachelor's degree in the relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical vocational (course(s) in the area of specialization plus 18 units of professional unit in Education | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) in relevant technical vocational course(s) in the area of specialization<br><br>Or<br><br>Completion of NEAP-requisite professional development program for career Stage III (Highly                     | 3 years and 6 months Experience in teaching or industry experience in relevant strand/area of specialization | RA 1080 (Teacher-Secondary) | At least 6 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Outstanding      |



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|  |            |          |   |   |  |                             |   |
|--|------------|----------|---|---|--|-----------------------------|---|
|  |            |          |   | Proficient Teacher)   |  |                             |   |
| Teacher III<br>Teacher IV<br>Teacher V | Teacher VI | SG<br>16 | Bachelor's degree in the relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical vocational (course(s) in the area of specialization plus 18 units of professional unit in Education | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) in relevant technical vocational course(s) in the area of specialization<br><br>Or<br><br>Completion of NEAP-requisite professional development program for career Stage III (Highly Proficient Teacher) | 4 years' Experience in teaching or industry experience in relevant strand/area of specialization | RA 1080 (Teacher-Secondary) | At least 12 Proficient COIs at Outstanding; and At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOI's at Outstanding |
|  |            |          |   |   |  |                             |   |





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|                  |                   |       |   |   |  |                             |  |
|------------------|-------------------|-------|---|---|--|-----------------------------|--|
| Master Teacher I | Master Teacher II | SG 19 | Master's degree in relevant strand/area of specialization plus 18 professional units in Education | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) in relevant technical vocational course(s) in the area of specialization<br><br>Or<br><br>Completion of NEAP-requisite professional development program for career Stage III (Highly Proficient Teacher) | 5 years' Experience in teaching or industry experience in relevant strand/area of specialization and 1 year experience in instructional supervision and technical assistance to teachers | RA 1080 (Teacher-Secondary) | At least 10 Highly Proficient COIS at Outstanding; and 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding |
|------------------|-------------------|-------|---|---|--|-----------------------------|--|



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|   |                    |       |   |   |   |                             |  |
|---|--------------------|-------|---|---|---|-----------------------------|--|
| Master Teacher I<br><br>Master Teacher II | Master Teacher III | SG 20 | Master's degree in relevant strand/area of specialization plus 18 professional units in Education | National Certificate (NC) II and Trainer's Methodology Certificate (TMC) in relevant technical vocational course(s) in the area of specialization<br><br>Or<br><br>Completion of NEAP-requisite professional development program for career Stage III (Highly Proficient Teacher) | 5 years' Experience in teaching or industry experience in relevant strand/area of specialization and 2 years experience in instructional supervision and technical assistance to teachers | RA 1080 (Teacher-Secondary) | 21 Highly Proficient COIS at Outstanding;<br>8 Highly Proficient NCOI's at Very Satisfactory and 8 Highly Proficient Outstanding |
|---|--------------------|-------|---|---|---|-----------------------------|--|



**Republic of the Philippines**  
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 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Basis and Pre-requisites for Classification of Teaching Positions  
 Elementary, Junior High School, and Senior High School

| Reclassification of Position   |               |       | Qualification Standards   |  |  |                   | Performance Requirements   |
|--|---------------|-------|---|--|--|-------------------|--|
| From   | To            | SG    | Education   | Training   | Experience   | Eligibility       |  |
| MT I, MT II, ASP I, ASP II, HT I, HT II, HT III, HT IV, HT V, HT VI, | Principal I   | SG 19 | Master's degree in Education; or Educational Management or, Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management  | 32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years | 5 years teaching experience and 1 year relevant experience in any of the following : learning area coordination, subject area supervision, school management and operations, instructional supervision | RA 1080 (Teacher) | Principal's Test or National Qualifying Examination for School Heads (NQESH) Passer; or its Equivalent |
| MT II, MT III, ASP I, ASP II, ASP III                                | Principal II  | SG 20 | Master's degree in Education; or Educational Management or, Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management | 32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years | 5 years teaching experience and 2 years' experience school management and operations   | RA 1080 (Teacher) | Principal's Test or National Qualifying Examination for School Heads (NQESH) Passer; or its Equivalent |
| MT II, MT III, MT IV, SP I, SP II                                    | Principal III | SG 21 | Master's degree in Education; or Educational Management or, Educational Leadership; or Master's degree in relevant learning area with at least 15                     | 40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired                         | 5 years teaching experience and 3 years' experience school management and operations   | RA 1080 (Teacher) | Principal's Test or National Qualifying Examination for School Heads (NQESH) Passer; or its Equivalent |



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|   |              |       |   |  |   |                   |  |
|---|--------------|-------|---|--|---|-------------------|--|
|   |              |       | units in Management   | within the last 5 years  |   |                   |  |
| Master Teacher IV; School Principal III or Master Teacher V | Principal IV | SG 22 | Master's degree in Education; or Educational Management or, Educational Leadership; or Master's degree in relevant learning area with at least 18 units in Management | 40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years | 5 years teaching experience and 4 years experience school management and operations | RA 1080 (Teacher) | Principal's Test or National Qualifying Examination for School Heads (NQESH) Passer; or its Equivalent |

2. The said evaluation has the following timeline:

|                         |   |  |
|-------------------------|---|--|
| September 24-26, 2025   | - | Submission and Receipt of Application Documents                |
| September 29-30, 2025   | - | Initial Evaluation of the Qualification of Applicants          |
| October 2, 2025         | - | Posting of Result for Initial Evaluation                       |
| October 7-8, 2025, 9am  | - | Comparative Assessment of Applicants                           |
| October 9-10 & 13, 2025 | - | Schedule of NCOI's and COI's (Assessor's TBA)                  |
| October 14, 2025        | - | Posting of the Results of Comparative Assessment of Applicants |

3. Interested applicants are advised to submit through the SDO Records Section the following documents on or before September 26, 2025, 5:00 p.m. Additional documents shall not be accepted after the said deadline.



Address: Brgy. Rizal, Science City of Muñoz, 3119  
 Telephone No.: (044) 806 -2192; Email Address: [munozonecity@depd.gov.ph](mailto:munozonecity@depd.gov.ph)





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- a. Letter of Intent addressed to our Schools Division Superintendent, **JOHANNA N. GERVACIO PhD, CESO V**, SDO Science City of Muñoz;
- b. Duly Accomplished Form 212 (Personal Data Sheet) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility /Rating, if applicable;
- e. Photocopy of scholastic /academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating At least Very Satisfactory for the last three consecutive years or Outstanding for the last two years from the effectivity of latest appointment.
- j. Checklist of Requirements and Omnibus Sworn Statement of 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 (*Enclosure No. 1*), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; portfolio and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(j) is not relevant to the position to be filled, if applicable.
- l. In consonance with RA No. 8792 or the “Electronic Commerce Act of 2000” which provides that “electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and 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,” online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.



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- m. Individuals who failed to submit complete mandatory documents (Items 3.a to 3.j) on the set deadline shall not be included in the pool of official applicants.
- n. Kindly bring original documents on the day of evaluation for verification and other purposes.
- o. 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.
- p. This Office adheres to Equal Employment Opportunity Principle to all applicants regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
- q. Immediate and wide dissemination of this Memorandum is desired.



**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

Encl: None  
Reference: DepEd Order no. 19 s. 2025  
To be indicated in the Perpetual Index  
Under the following subject:

COMPARATIVE ASSESSMENT  
HRMPSEB/ CA T II-T VI & PRINCIPAL I-IV  
September 23, 2025



Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozone.science.city@depd.gov.ph](mailto:munozone.science.city@depd.gov.ph)



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**SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ**

Enclosure No. 1 to Schools Division Memorandum No. 295, s. 2025

**CHECKLIST OF REQUIREMENTS**

Annex C

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

Application Code: \_\_\_\_\_

| Basic Documentary Requirement   | Status of Submission<br>(To be filled-out by the applicant, Check if submitted) | Verification<br>(To be filled out by the HEMO/ HR Office/ sub-committee) |         |
|---|---|--|---------|
|   |   | Status of Submission<br>(Check if complied)                              | Remarks |
| a. Letter of intent addressed to the Head of Office or highest human resource officer   |   |  |         |
| b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable   |   |  |         |
| c. Photocopy of valid and updated PRC License/ID, if applicable   |   |  |         |
| d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable  |   |  |         |
| e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available   |   |  |         |
| f. Photocopy of Certificate/s of Training, if applicable  |   |  |         |
| g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable  |   |  |         |
| h. Photocopy of latest appointment, if applicable   |   |  |         |
| i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable   |   |  |         |
| j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form   |   |  |         |
| k. Other documents as may be required for comparative assessment, such as but not limited to:<br>Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment |   |  |         |
| Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled  |   |  |         |

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", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that 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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Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 2 to Schools Division Memorandum No. 295, s. 2025

**LIST OF TECHNICAL WORKING GROUP**

| No. | NAME                  | SCHOOL                          |
|-----|-----------------------|---------------------------------|
| 1   | JESSICA L. SAPITAN    | PERSONNEL UNIT                  |
| 2   | ABIGAIL M. YARCIA     | PERSONNEL UNIT                  |
| 3   | ROMA AMOR M. MARZO    | MUÑOZ CENTRAL SCHOOL            |
| 4   | JOY KARREN M. DUMALE  | VILLA ISLA ES                   |
| 5   | SHIRLEY A. PASCUAL    | GABALDON IS                     |
| 6   | GERALDINE P. PASCUAL  | RVA ES                          |
| 7   | JAY ANN CASTILLO      | DEPED-CLSU LAB ES               |
| 8   | JOVIT PACATANG        | MAPANGPANG ES/SAN ANDRES ES     |
| 9   | ALVIN B. RAMIREZ      | PALUSAPIS IS ELEM/JHS/SHS       |
| 10  | LAURENCIO E. CAIMOY   | MNHS-MAIN JHS                   |
| 11  | ROWENA D. ALMUETE     | SCM-SHS                         |
| 12  | DORY NELL G. REYES    | BAGONG SIKAT ES/VILLA CUIZON ES |
| 13  | MARIA KATRINA GASPAS  | MAGTANGGOL IS                   |
| 14  | JENNIELLE ANN N. SOTO | MALIGAYA IS                     |
| 15  | CHERRY PACLIBAR       | BANTUG ES                       |
| 16  | ARMAINE DELA CRUZ     | SPG. CAUAYAN ES/VILLA NATI ES   |
| 17  | EMILIO CABANISAS      | CALABALABAAN ES/CALISITAN ES    |
| 18  | JOBELLE L. DELA CRUZ  | SAN FELIPE ES                   |
| 19  | DIANE CRICHELLE PABLO | RIZAL ES                        |
| 20  | APRIL W. POLI         | MNHS-ANNEX                      |