



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

10 February 2026

SCHOOLS DIVISION MEMORANDUM

No. 62,

s. 2026

**SUBMISSION OF APPLICATION, SCREENING & EVALUATION OF APPLICANTS
FOR LIBRARIAN II AND MASTER TEACHER II (ELEMENTARY) POSITIONS**

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

1. With reference to DepEd Order 007, s. 2023 titled *Guidelines on the Recruitment, Selection, and Appointment in the Department of Education* and DepEd Order 20, s. 2024 *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:

LIBRARIAN II

Salary Grade / Salary: SG 15 – 506,136.00

Qualification Standards

Education: Bachelor's degree in library Science or Information Science or bachelor of Science in Education/Arts major in Library Science.

Experience: 1-year relevant experience

Training: 14 hours of relevant training

Eligibility: RA 1080



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Master Teacher II (Elementary)

Salary Grade / Salary: SG 19 – 709,836.00

Qualification Standards

Education: Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area.

Experience: 5 years teaching experience and 1-year relevant experience in Instructional Supervision and Technical Assistance to Teachers

Training: 24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years.
or:
Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher).

Eligibility: RA 1080 as amended (Teacher-Elementary/Secondary)

Performance Requirements: At least 10 Highly Proficient COIs at Outstanding; and at least 5 Highly Proficient NCOIs at Outstanding

The said evaluation has the following timeline:

February 11-19, 2026	-	Submission and Receipt of Application Documents
February 20, 2026	-	Initial Evaluation of the Qualification of Applicants
February 24, 2026 @9 AM	-	Comparative Assessment of Applicants
February 25-26-, 2026	-	COI and NCOI MT II- (Winnie W. Poli & Nelie D. Sacman, PhD.)
February 26, 2026	-	Posting of the Results of Comparative Assessment of Applicants



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2. Interested applicants are advised to submit through the SDO Records Section the following documents on or before February 19, 2026 5:00 p.m. Additional documents shall not be accepted after the said deadline.
 - 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. 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
 - j. 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; 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.
3. 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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4. 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.
5. Kindly bring original documents on the day of evaluation for verification and other purposes.
6. 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.
7. This Office adheres to Equal Employment Opportunity Principle to all applicants regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
8. 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
HRMPSB/ CA Librarian II & master teacher ii (elem)
February 10, 2026



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Enclosure No. 1 to Schools Division Memorandum No. 62, 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 (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 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:			
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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