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

November 19, 2026

SCHOOLS DIVISION MEMORANDUM
No. 415, s. 2026

SUBMISSION OF APPLICATION, SCREENING & EVALUATION OF APPLICANTS FOR TEACHER III (ELEMENTARY, AND MNHS-MAIN JHS), TEACHER V & TEACHER VI (ELEMENTARY) TEACHER II & TEACHER III (SHS), MASTER TEACHER I (ELEMENTARY) POSITIONS

To: Chief Education Supervisors
Public Elementary and Secondary School heads
All Others Concerned

1. With reference to DepEd Order 19, s. 2025 titled *Guidelines on 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 applications, screening and evaluation of applicants for vacant positions with the following details:

ITEM	SG	QUALIFICATION STANDARDS				
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	PERFORMANCE REQUIREMENTS
TEACHER II (SHS) School Assignment SCM-SHS	**12**	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	1 year experience in teaching or industry work in relevant strand/subject	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy Subject Specialization acquired within the last 5 years	RA 1080 as amended (Teacher-Secondary) for permanent appointments	
TEACHER III (ELEM.)	13	Bachelor's degree in Education; or Bachelor's degree in relevant subject	2 years teaching experience	16 hours of training in any of or a cumulative of the following;	RA 1080 as amended (Teacher-Elementary/Secondary)	At least 12 Proficient COIs at Very Satisfactory; and at least 8 Proficient

		or learning area with at least 18 professional units in Education.		Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years		NCOIs at Very Satisfactory
TEACHER III (SHS)	13	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	2 year experience in teaching or industry work in relevant strand/subject	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy Subject Specialization acquired within the last 5 years	RA 1080 as amended (Teacher-Secondary) for permanent appointments	
TEACHER V (ELEM)	15	Bachelor's degree Education; Bachelor degree in relevant subject or learning area with at least 18 professional units in Education	3 years teaching experience	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).	RA 1080 as amended (Teacher-Elementary/Secondary) for permanent appointment	At least 6 Proficient COIs at Outstanding; and at least 4 Proficient NCOIs at Outstanding

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Email Address: munozscience.city@deped.gov.ph

TEACHER VI (ELEM.)	16	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education.	4 years teaching experience	24 hours of training in any following: Curriculum, Pedagogy, Subject Specialization Instructional Supervision acquired within the last 5 years. or: Completion of NEAP-requisite professional development program for Career Stage III (Proficient Teacher).	RA 1080 as amended (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
MASTER TEACHER I (ELEM.)	18	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area.	5 years teaching experience	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	RA 1080 as amended (Teacher-Elementary/Secondary)	At least 10 Highly Proficient COIs at Outstanding; and at least 5 Highly Proficient NCOIs at Outstanding

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				Career Stage III (Highly Proficient Teacher).		

The said evaluation has the following timeline:

November 20-24, 2026	-	Submission and Receipt of Application Documents
November 25, 2026	-	Initial Evaluation of the Qualification of Applicants
November 26 @9:00 AM-		Comparative Assessment of Applicants
December 1-3, 2026	-	COI and NCOI MT II- (Winnie W. Poli & Nelie D. Sacman, PhD.) Teacher III-VI base on subject area
December 10, 2026	-	Posting of the Results of Comparative Assessment of Applicants

2. Interested applicants are advised to submit through the SDO Records Section the following documents on or before November 24, 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.

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/ submission of application, screening & evaluation of applicants
November 19, 2026

DEP-ED
SCIENCE CITY OF MUÑOZ
RECEIVED
NOV 23 2026
BY:

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

Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
Position Applied For: _____
Office of the Position Applied For: _____
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 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.