DEPARTMENT OF EDUCATION
RECORDS SECTION
RECEIVED
BY:
DATE: 10-1-24
TIME:
LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY
Office of the Schools Division Superintendent

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100126545 October 1, 2026

DIVISION MEMORANDUM
No. 0480 , s. 2026

ANNOUNCEMENT OF COMPARATIVE ASSESSMENT OF VACANT POSITIONS

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Elementary/Secondary School Heads
All Unit/Section Heads
All Others Concerned

1. This Office informs the field of assessment for the following non-teaching, and teaching vacant positions:

Position	No of Vacancy	Salary	District / School Assignment	Qualification Standards (Minimum Requirements)
Administrative Officer II (AO II)	1	SG 11 (P 31,705)	Elem	**Education :** Bachelors degree relevant to the job **Experience :** None Required **Training :** None Required **Eligibility :** Career Service Professional (Second Level Eligibility)
Administrative Assistant III (ADAS III)	1	SG 9 (P 24,329)	SDO OSDS	**Education :** Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016) **Experience :** 1 year relevant experience (preferably finance activities/tasks) **Training :** 4 hours of relevant training (preferably finance activities/tasks) **Eligibility :** Career Service (Sub Professional) First Level Eligibility

Administrative Assistant II (ADAS II)	3	SG 8 (P 22,423)	1 – JHS 2 – SHS	**Education :** Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016) **Experience :** 1 year relevant experience (preferably finance activities/tasks) **Training :** 4 hours of relevant training (preferably finance activities/tasks) **Eligibility :** Career Service Professional (Second Level Eligibility)
Administrative Aide VI	1	SG 6 (P 19,716)	OSDS	**Education :** Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016) **Experience :** None Required **Training :** None Required **Eligibility :** Career Service (Sub Professional) First Level Eligibility
Teacher II (T-II)	1	SG 12 (P33,947)	Senior High School	**Education : ACADEMIC Track :** Bachelor's degree with a major in the relevant strands / 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 professional units in Education; **TVL Track :** Bachelor's Degree 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 professional units in education units in education **Experience : Academic Track :** 1 year experience in teaching or industry work in relevant strand/subject **TVL Track :** 1 year experience in teaching or industry experience in relevant strand/area of specialization **Training : Academic Track :** 8 hours of training in any of or a cumulative of the following : Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years **TVL Track :** National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization **Eligibility :** RA 1080 as amended (Teacher-Secondary) **Performance Requirements:** at least 6 Proficient COIs at Very Satisfactory and at least 4 Proficient NCOIs at Very Satisfactory

Teacher III (T-III)	1	SG 13 (P36,125)	1 SHS	**Education : ACADEMIC Track :** Bachelor's degree with a major in the relevant strands/ 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 professional units in Education; **TVL Track :** Bachelor's Degree 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 profesional units in education **Experience : Academic Track :** 2 years experience in teaching or industry work in relevant strand/subject **TVL Track :** 2 years experience in teaching or industry experience in relevant strand/area of specialization **Training : Academic Track :** 16 hours of training in any of or a cumulative of the following : Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years **TVL Track :** National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization **Eligibility :** RA 1080 as amended (Teacher-Secondary) **Performance Requirements:** at least 12 Proficient COIs at Very Satisfactory and at least 8 Proficient NCOIs at Very Satisfactory
Master Teacher I (MT-I)	1	SG 18 (P 53,818)	Elem	**Education :** Master's Degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area **Experience :** 5 years teaching experience **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) **Eligibility : RA 1080 (Teacher)** **Performance Requirements:** 21 Proficient COIs at Outstanding and 8 Proficient NCOIs at Very Satisfactory and 8 Proficient NCOIs at Outstanding

2. The Schedule of Activities for assessment is as follows:

Activity	Position to be Assessed	Date and Time
Pre-registration of Interested Applicants **(through submitting the Documentary Requirements in PDF Forms and hard copy)**		October 1 to 12, 2026
Initial Evaluation of applicant's documents		October 13 to 14, 2026
Notification of Qualified Applicants		October 15, 2026
Assessment of Documents, Behavioural Events Interview, Skill Test and Written Examination	AO II, ADAS III, ADAS II, ADA VI, T-III, T-II, and MT-I	October 19-23, 2026

3. Qualified and interested applicants are requested to pre-register by completing the Google form at this link https://bit.ly/SDOLIGAOCITYPREREGISTRATIONOFAPPLICANTS and submitting one (1) photocopy (hard copy) of the Documentary Requirements / Pertinent Documents at the Personnel Section on or before October 12, 2026.

4. All notified qualified applicants who meet the above qualification standards are advised to bring the original documents on the scheduled date of assessment at the SDO Ligao City. The documents must be prepared in the following sequence:

Documentary Requirements:

a. Letter of Intent addressed to the Head of Office containing the following information:
   a.1. Statement of purpose/expression of interest; and
   a.2. Learning area/subject group they intend to teach, if applicable
b. Duly Accomplished Personal Data Sheet (CSC Form 212, revised 2025) with attached Work Experience Sheet;
c. Photocopy of Voter's ID and/or any proof of residency;
d. Photocopy of valid and updated PRC License/ID, if applicable;
e. Photocopy of Certificate of Eligibility / Rating, if applicable;
f. Photocopy of scholastic / academic record such as but not limited to Transcript of Records (TOR) with Certificate of **General Weighted Average** and Diploma, including completion of graduate and post-graduate units / degrees in the highest academic/grade level earned, 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 (for those applying for promotion);
i. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;

k. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current /latest position prior to the deadline of submission, if applicable;

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 A)* 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;

m. Other documents may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators. For **Non-Teaching Position – Means of Verification (MOV's – Annex B)** showing Outstanding Accomplishments.

5. Individuals who failed to submit complete mandatory documents (Items 4.a to 4.l) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of additional documentary requirements or those that may be required by the HRMPSB (Item 19.m) shall not warrant exclusion from the pool of official applicants.

6. No additional documents shall be accepted after the deadline.

7. This office shall adopt an open ranking system guided by DepEd Order 20, s. 2024 (Teaching Positions), DepEd Order No. 7, s. 2023 (Non-Teaching and Teaching Related Position), DepEd Order No. 19, s. 2022, CSC MC No. 14, s. 2018 and other related issuances.

8. Qualified applicants will be notified through the contact number and email address provided in their Personal Data Sheet.

9. This office adheres to the principle of equal opportunity for all in the recruitment, selection, and appointment of personnel in the first and second level positions in all units, sections and schools covering all officials and employees regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation or activity.

11. Expenses related to the conduct of the above activities shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

12. Immediate and widest dissemination of this memorandum is desired.

Very truly yours,

NYMPHA D. GUEMO
Schools Division Superintendent

ANNEX B

MEANS OF VERIFICATION (MOV)
(FOR NON-TEACHING and RELATED TEACHING POSITIONS)

1. **OUTSTANDING ACCOMPLISHMENTS** – refers to meritorious contributions of an applicants, such as ideas, inventions or discoveries which were duly recognized by an authorized body. These must have a direct link to the KRAs of the applicant's current or previous position. Must have led to positive results in their workplace through efficiency in operation, increased production, improved working standards, and / or savings in government spending.

   a. ***Awards and Recognition*** – refer to citations or commendations, academic or inter-school awards, or outstanding employee awards.

      a.1. Citation or Commendation – shall apply only to applicants for **General Services positions.**

      MOV: Letter of Citation or Commendation from previous employer

      a.2. Academic or Inter-School Awards – shall apply only to applicants with no or less than one (1) year work experience (e.g. fresh graduates)

      MOV : A. Academic or inter-school award; or
      B. Ten Outstanding Students of the Philippines (TOSP) Award; or
      C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

      a.3. Outstanding Employee Award – shall apply to applicants with previous work experience, or those applying to positions with experience requirement

      MOV : A. Any issuance, memorandum or document showing the Criteria for the search; and
      B. Certificate of Recognition/Merit

   b. ***Research and Innovation***

      MOV :

      A. Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
      B. Accomplishment Report Verified by the Head of Office
      C. Certification of Utilization of the innovation or research, within the school/office duly signed by the Head of Office.
      D. Certification of adoption of the innovation or research by another school / office duly signed by the Head of Office
      E. Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research

c. ***Subject Matter Expert / Membership in National TWGs or Committees*** – shall apply to applicants who have been chosen and requested to use their technical knowledge, skills and experience to develop an output, or work towards an outcome in the national level. This may include but not limited to the development and/or validation of framework, models, policies and learning materials. Subject matter expertise or membership in NTWG's or Committees must, however, be relevant to the position being applied for.

MOV :

A. Issuance or Memorandum showing the membership in NTWG or Committee;
B. Certificate of Participation or Attendance; and
C. Output / Adoption by the Organization/DepED.

d. ***Resource Speakership / Learning Facilitation*** – shall apply to applicants who have been requested and invited to share their knowledge and expertise on specific subject matter/s.

MOV:

A. Issuance / Memorandum / Invitation / Training Matrix; and
B. Certificate of Recognition / Merit / Commendation / Appreciation; and
C. Slide deck/s used and / or Session Guide/s

e. ***NEAP Accrediated Learning Facilitator*** – shall apply to applicants who have been given accreditation as Learning Facilitator by the National Educator Academy of the Philippines (NEAP)

MOV :

A. Certificate Recognition as Learning Facilitator issued by NEAP Regional Office
B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

NON-TEACHING

Annex A

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.

TEACHING

Annex C-2

CHECKLIST OF REQUIREMENTS

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

Application Code: _____

	Basic Documentary Requirement	Status of Submission *(To be filled-out by the applicant; Check if submitted)*	Verification *(To be filled-out by the HRMO/ HR Office/ sub-committee)*	
			Status of Submission *(Check if complied)*	Remarks
a.	Letter of intent addressed to the SDS containing the following information: *i. Statement of Purpose/ Expression of interest* *ii. Position applied for*			
b.	Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)			
d.	Photocopy of valid and updated PRC License/ID			
e.	Certificate of Competency Level issued by Authorized body (if applicable)			
f.	Photocopy of scholastic/ academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available)			
g.	Photocopy of duly signed Service Record			
h.	Photocopy of latest appointment			
i.	Photocopy of certificate/ s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/ s of relevant specialized trainings or professional development programs, if any			
j.	Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II11, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);			
k.	Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating *(For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)*			
l.	Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal positions only);			
m.	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)			
n.	Other documents as may be required by the HRMPSB ***For Teaching:*** *portfolio for the assessment of identified PPST non classroom observable indicators* ***For School Principal:*** *Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment*			

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 (e)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.