



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

November 03, 2025

Division MEMORANDUM
No. 503, s. 2025

**SUBMISSION OF APPLICATION FOR THE POSITION OF EDUCATION PROGRAM
SPECIALIST II IN THE SCHOOLS DIVISION OF TABUK CITY**

To: Asst. Schools Division Superintendent
Members of the HRMPSB
All Interested Qualified Applicants

1. The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 (DepEd Merit Selection Plan), DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), and DepEd Order No. 20, s. 2025 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions), announces the submission of application for various vacant and anticipated vacant positions stipulated in Enclosure 1 of this Memorandum **not later than 3:00 p.m. of November 14, 2025 at the Records Section.**

2. Application is open to all interested and qualified applicants, including persons with disability (PWD), members of the indigenous communities, and those from any sexual orientation and gender identities (SOGI) provided they meet the following Minimum Qualification Standards set by the Civil Service Commission (CSC).

Criteria	Qualification Standards
Education	Bachelor's degree in Education or its equivalent
Training	8 hours of relevant training
Experience	2 years experience in education, research, development, implementation, or other relevant experience
Eligibility	RA 1080; Career Service Professional (Second level Eligibility)

3. All applicants must register and obtain their application code through this link: tinyurl.com/sdotccodeapp-2. **Failure to register through the designated link and secure an application code shall result in exclusion from the pool of qualified applicants.**



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4. All applicants are hereby instructed to submit four (4) sets of their application documents, properly labeled and tabbed, enclosed in a **long black folder** (See Annex A). Each set must include the following:

Mandatory documentary requirements:

1. Application Letter/Intent Letter citing the position/s and Plantilla Item Number/s of positions being applied addressed to:

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent
Schools Division of Tabuk City

2. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the submitted documents and duly accomplished Data Privacy Consent Form (<https://tinyurl.com/checklistcav25>).
3. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2025) with Work Experience Sheet,
4. Valid and updated PRC License or Appropriate Certificate of Eligibility
5. Copy of Scholastic/Academic Record (i.e. Diploma and Transcript of Records, including completion of graduate and post-graduate units/degrees, if applicable),
6. Duly signed Service Records or Certificate of Employment,
7. Copy of latest/current Performance Rating with at least a Very Satisfactory Rating
8. Copy of Certificate of Training or professional development programs attended,
9. **Other mandatory documentary requirements:** Copy of the Individual Performance Commitment Review Form (IPCRF) covering 1-year complete cycle.

Non-mandatory documentary requirements:

- a. Means of Verification for Outstanding Accomplishments:
 1. Certificate of Recognition for Awards and Recognition,
 2. Research and Innovation,
 3. Subject Matter Expert/Membership in a National Technical Working Groups (TWGs) or Committees.
 4. Certificate of Recognition as Resource Speaker or learning Facilitator with training matrix/letter of invitation/ issuance/ memorandum, and slide deck/session guide
 5. Certificate of Recognition as NEAP Accredited Learning Facilitator
- b. Proof of Application of Education,
- c. Proof of Application of Learning and Development



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5. Individuals who failed to submit the complete and fully accomplished mandatory documentary requirements on the set deadline indicated in this memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.

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 duly signed by the applicant and sworn before public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of an administrative or criminal case/s against the person concerned.

7. All proposals (*Research, Innovation, Application of L & D, and Application of Education*) must be duly approved six (6) months before the set deadline.

8. For uniformity and to ensure a seamless and efficient conduct of the comparative assessment, applicants are advised to be guided by the following criteria for assessment and its Means of Verification:

Criteria for Assessment	Documentary Requirement/Mean of Verification
Education	Copy of the Official Transcript of Records (TOR); Certification of units earned in the Masters or Doctorate Degree (<i>Certification of Grades will not be accepted</i>)
Training	Certificate of Participation/Attendance/Completion for the last five (5) years to relevant trainings
Experience	Duly signed Service Records, or Certificate of Employment. (<i>Only relevant experience</i>)
Outstanding Accomplishment	Awards and Recognition. <i>Certificate of Outstanding Employee Award with issuance/memorandum/document showing the Criteria for the Search</i> Research and Innovation. <i>Duly approved proposal; Accomplishment Report; Certification of Utilization by the local office; Certificate of Adoption by another office; Proof of Citation by other researchers. The approved proposal/plan must be dated six (6) months before the deadline of the submission of application for the vacant position.</i> Subject Matter Expert. <i>Memorandum showing membership in a National Technical Working Group (NTWG); Certificate of Participation/Attendance; Output/Adoption by the organization</i>



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	Resource Speakership/Learning Facilitation. <i>Issuance/ Memorandum/ Invitation with training matrix, Certificate of Recognition/ Appreciation as Resource Speaker/ Facilitator, Slide decks or session guides used.</i> NEAP Accredited Learning Facilitator. <i>Certification of Recognition issued by the NEAP Regional or Central Office</i>
Performance Rating	Duly signed latest or current Individual Performance Commitment and Review Form (IPCRF) of at least one (1) year, or its equivalent performance rating form issued by a recognized/reputable agency for personnel evaluation with a rating of at least "Very Satisfactory". <i>(To be awarded points, the complete performance rating form reflecting the evaluation criteria must be submitted. A Certificate of Rating alone will not be considered for point allocation) Only the performance rating consisting of an entire rating period which can either be in a School Year, Calendar/Fiscal Year, or two (2) consecutive semesters in a year shall be given points. If the current Performance Rating is not relevant to the vacant position, applicant must submit a Performance Rating from the previous job that is relevant to the vacant position.</i>
Application of Education	Copy of Official Transcript of Records; Action Plan/Re-entry Plan/Job Embedded Learning/Impact Project; Accomplishment Report with Certificate of Adoption at the local and/or higher office. <i>(The HRMPSB shall have the right to evaluate the submitted MOVs and allocate points based on DepEd existing guidelines in the evaluation of innovation projects. The approved proposal/plan must be dated six (6) months before the deadline of the submission of application for the vacant position.</i>
Application of Learning and Development	Certificate of Training; Action Plan/Re-entry Plan/Job Embedded Learning/Impact Project; Accomplishment Report with Certificate of Adoption at the local and/or higher office. <i>(The HRMPSB shall have the right to evaluate the submitted MOVs and allocate points based on DepEd existing guidelines in the evaluation of innovation projects. The approved proposal/plan must be dated six (6) months before the deadline of the submission of application for the vacant position.</i>



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9. The process of the comparative assessment for this application shall be covered by the following schedule:

Activities	Inclusive Dates	Venue
1. Acceptance of applications	November 03-14, 2025	PACD, Records Section
2. Initial evaluation of the qualifications of applicants	To be announced	Personnel Section
3. Posting of the Initial Evaluation Result (IER)	To be announced	HRMPSB Bulletin Board
4. Conduct of assessment of potentials, PPST COIs (classroom Observation), and PPST NCOIs (Portfolio Annotations and BEI)	To be announced	Conference Hall/Identified Schools
5. Paper evaluation and conduct of the Open Ranking System	To be announced	Conference Hall
6. Posting of the Comparative Assessment Result (CAR)	To be announced	HRMPSB Bulletin Board
7. Submission of the CAR to the Schools Division Superintendent		

10. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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ANNEX A
Required Folder Color and Order of Documents/Labeling

NAME OF APPLICANT Address EDUCATION PROGRAM SPECIALIST II Application Code Contact Number	Checklist of Requirements, Omnibus Sworn Statement and CAV
	Letter of Intent
	Personal Data Sheet
	Education
	Trainings
	Experience
	Outstanding Accomplishments
	Performance Rating
	Eligibility Rating
	Application of Learning and Dev't



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