



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM
No. 111, s. 2025

TO: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

SUBJECT: RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR PRINCIPAL IV (SECONDARY) AND EDUCATION PROGRAM SUPERVISOR

DATE: February 13, 2025

1. This Office hereby informs the field that the Recruitment, Evaluation, Selection, and Appointment (RESA) for the SCHOOL PRINCIPAL IV (SECONDARY) and EDUCATION PROGRAM SUPERVISOR will now commence to all interested applicants.

2. Applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied) on or before February 20, 2025 until 5:00 in the afternoon only, to wit:

POSITION	DOCUMENTS
SCHOOL PRINCIPAL IV (SECONDARY) AND EDUCATION PROGRAM SUPERVISOR	a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
	b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017
	c. Photo Copy of Valid and updated PRC Professional License/Cert of Eligibility
	d. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)
	e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) with GWA and Diploma, including completion of graduate and post-graduate units/degrees, if available
	f. Photocopy of Certificate of Relevant Training/Seminars Attended
	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 for the last 3 rating period covering one (1) year of performance prior to the assessment, 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 (Annex C), notarized by the authorized official;
	k. Other documents as maybe 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 obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filed, if applicable

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	Education
SCHOOL PRINCIPAL IV (SECONDARY)	Education	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management
	Experience	3 yrs. as Principal
	Training	40 hours of relevant training
	Eligibility	RA-1080 (Teacher)
EDUCATION PROGRAM SUPERVISOR	Education	Masters Degree in Education or other relevant Masters degree with specific area of specialization
	Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
	Training	8 hours of relevant training
	Eligibility	PBET/ TEACHER/ RA-1080

4. The RSA process shall be based on the guidelines outlined in DepEd Order No. 007, s. 2023 which can be browsed at deped.gov.ph

6. Applicants shall be evaluated using the following criteria:

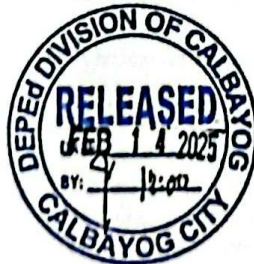
CRITERIA	Breakdown of Points
SCHOOLS ADMINISTRATION POSITIONS	SG 22
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, Work Sample Test, BI I)	15
TOTAL	100


CRITERIA	Breakdown of Points
RELATED-TEACHING POSITIONS	SG 22
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, Work Sample Test, BEI)	15
TOTAL	100

7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
Perusal of Documents by the HRMPSB	February 21 @8am at the Division Conference Hall
Orientation and Written Examination	February 25 @8am at the Division Conference Hall
Interview and Confirmation of Points	February 26 @8am at the Division Conference Hall

8. All qualified applicants including Persons with Disabilities (PWD), Indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply, PWD may request in advance the assistance needed during the interview process.
9. Applicants are hereby advised to proceed to the Personnel Section before submission in the Record Section to confer with the HRMO on the completeness of the requirements for submission.
10. The HRMPSB will be posting the Initial Evaluation Result and only those who will be declared Qualified will attend the Perusal, Interview, and confirmation of points.
11. Qualified candidates must bring the original copy of the documents they respectively submitted for perusal during the confirmation of points.
12. The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the Local funds, subject to the usual accounting and auditing rules and regulations.
13. For information, guidance, and compliance of those concerned.




MARGARITO A. CADAYONA, JR. PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent



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Republika ng Pilipinas
Department of Education
OFFICE OF THE SECRETARY



JOINT MEMORANDUM
OSEC-HROD-OPS-2025- 024

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : *Fatima Lipp D. Panontongan*
ATTY. FATIMA LIFF D. PANONTONGAN
Undersecretary and Chief of Staff
Wilfredo E. Cabral
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

Malcolm S. Garma
MALCOLM S. GARMA
Assistant Secretary, Officer in Charge
Office of the Undersecretary for Operations



SUBJECT : FAST-TRACKING OF APPOINTMENT AND FILLING UP
OF ALL AUTHORIZED ITEMS

DATE : 12 FEBRUARY 2025

1. Pursuant to the Department's mandate to ensure the timely and effective deployment of teaching personnel to address existing gaps and optimize instructional capacity, all Regional Offices and School Division Offices are hereby enjoined to adopt a strategic, phased approach to the filling up of vacant teaching positions, particularly in light of the impending election ban commencing on March 28, 2025, and concluding on May 11, 2025.
2. Following DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), all recruitment, selection, and appointment processes shall be expedited and structured into two distinct phases:



Phase 1: Pre-Election Ban Appointment and Deployment (Immediate Action)

- a. *Prioritization and Acceleration of Hiring Processes* – Regional and Schools Division Offices shall ensure that all vacant teaching and non-teaching personnel items, including those newly created under the FY 2024 budget, are filled at the earliest possible time, with emphasis on critical and high-need areas.
- b. *Submission of Compliance Reports* – All Regional Directors shall submit a detailed report on filled and pending items, including challenges met and justifications for any delays, no later than March 15, 2025. The report shall specify the recruitment stage of unfilled items to ensure proper tracking and accountability.
- c. *Resolution of Procedural Bottlenecks* – Any impediments in the hiring process, including issues related to document processing, screening, and assessment, shall be immediately addressed in coordination with DepEd CO through Bureau of Human Resource and Organizational Development (BHROD).

Phase 2: Post-Election Ban Recruitment and Selection Process, Appointment, and Deployment (Resumption of Appointments)

- a. *Continuation of Recruitment and Selection Process During Election Ban* – While the issuance of appointments is prohibited during the election ban, all recruitment and selection processes must continue uninterrupted, including screening, interviews, and ranking, so that eligible candidates are prepared for immediate appointment upon the lifting of the ban.
 - b. *Issuance of Appointments After May 11, 2025* – All appointments finalized before the election ban must be issued promptly on May 12, 2025, to ensure the swift deployment of teachers.
 - c. *Weekly Reporting and Monitoring Mechanism* – Beginning May 17, 2025, all Regional Directors shall submit weekly updates on hiring progress, including challenges encountered and recommended interventions to ensure full absorption of all allocated teaching positions.
3. All Regional Directors and Schools Division Superintendents are expected to exercise due diligence and oversight in executing these measures.
 4. For immediate dissemination and compliance.



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