



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



June 29, 2026

DIVISION MEMORANDUM

No. 255, s. 2026

**CALL UP OF APPLICATIONS FOR HIGHER TEACHING POSITIONS IN THE
ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL ARISING
FROM NATURAL VACANCIES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of Escalante City announces the opening of the recruitment and selection process for the following teaching positions due to natural vacancies:

VACANT POSITIONS	LEVEL	SCHOOL ASSIGNMENT / SPECIALIZATION
Teacher II & III	Elementary	Division Wide
	Junior High School	Escalante NHS
		Mabini NHS
		Tamlang NHS
		Old Poblacion NHS
		Buenavista NHS
Teacher II	Senior High School	Division Wide

2. The procedures that will be observed in the recruitment and selection for the above-mentioned position shall be in accordance with **DepEd Order 19, s. 2022, "The Department Merit Selection Plan"**, while the criteria and point system that will be utilized in evaluating the merit and fitness of the applicants shall be based on **DepEd Order 20, s. 2024, "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions"**.

3. Qualified and interested individuals are invited to submit their applications, including one (1) complete application folder containing clear copies of the required documents listed below, **to their respective School Heads not later than 5:00 PM on July 10, 2026**. Please note that applications submitted after this deadline will not be accepted:



Barangay Hacienda Fe, Escalante City, Negros Occidental

Telephone Nos. (034) 445-9704/445-2686

Email Add: escalante.city001@deped.gov.ph

DepEd Tayo Escalante City deped.escalantecity.weebly.com



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a. (Original) Letter of intent **indicating the position(s) applied for** addressed to:

PETER J. GALIMBA
OIC, Schools Division Superintendent

Through: (School Head)

- b. Duly accomplished CSC Form 212 (Revised 2025) with the latest prescribed photo (Original) with Work Experience Sheet
 - c. Photocopy of Voter's ID and/or any proof of residency
 - d. Authenticated copy of valid and updated PRC license and rating (Photocopy)
 - e. Authenticated copy of PBET or LET rating (Photocopy)
 - f. Transcript of Records or Certification of Units Earned and Diploma (Photocopy)
 - g. Appointment and Service Record (Photocopy)
 - h. Certificate/s of relevant specialized trainings or professional development programs, if any
 - i. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable
 - j. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most three performance ratings depending on the performance requirements per Item 25 of DO No. 20, s. 2024. The latest performance rating shall cover one-year complete performance rating period)
 - k. Notarized checklist of requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form (Original)
 - l. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.
4. Please ensure that the documents are properly tabbed and labeled for clarity.
5. School Heads and Administrative Officers are hereby directed to conduct a pre-evaluation of the submitted documents to determine their completeness and authenticity. The application documents shall then be forwarded to the Division Records Section, with the appropriate transmittal, **not later than 5:00 PM on July 15, 2026.**
6. ***Interested individuals who have pending applications under the Expanded Career Progression (ECP) System for Teachers shall be deemed to have automatically withdrawn their ECP application should they participate in this application and be promoted in lieu of the identified natural vacancies.***
7. Applicants from other schools may apply for school-specific Junior High School teaching positions, provided they are willing to be reassigned to the concerned school upon promotion, in accordance with the required area of specialization under the school's staffing standards.



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8. Attached in the enclosures are the qualifications standards of the positions (Enclosure No. 1), rating sheet (Enclosure No. 2), Checklist of Requirements, Omnibus Sworn Statement, and Data Privacy Consent (Enclosure No. 3).
9. 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. Clear scanned copy of the application documents indicated in the succeeding item shall be submitted on or before the deadline to escalante.city001@deped.gov.ph.
10. It is imperative to emphasize that applicants bear full responsibility and accountability for the authenticity and accuracy of the documents submitted, as indicated in the Omnibus Sworn Statement. Any submission of false or fraudulent documents will result in immediate disqualification.
11. In adherence to the Equal Employment Opportunity Policy of the Civil Service Commission and to the principles of merit, fitness, fairness, and equality in hiring, this Office highly encourages qualified person with disability (PWD), members of indigenous communities, and those from any Sexual Orientation and Gender Identities (SOGI), political and religious affiliation to apply.
12. Expenses for the meals and snacks of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) in relation to the conduct of the recruitment and selection activities are chargeable to the Division MOOE, subject to availability of funds and to the usual accounting and auditing rules and regulations.
13. Immediate and wide dissemination of and adherence to the content of this Memorandum are desired.


PETER C. GALIMBA
OIC, Schools Division Superintendent 

Reference : as stated
Enclosure : as stated
Allotment : Division Order No. 2, 2015

To be indicated in the perpetual index under the following subjects:

PROMOTION TEACHING RSA/MSP HRMPSB NATURAL VACANCIES



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POSITION TITLE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher I - Elementary	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Elementary/Secondary)
Teacher II - Elementary	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	1 year teaching experience	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-Elementary/Secondary)
Teacher III - Elementary	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	2 years teaching experience	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-Elementary/Secondary)
Teacher I - Junior High School	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Secondary)
Teacher II - Junior High School	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	1 year teaching experience	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)
Teacher III - Junior High School	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	2 years teaching experience	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)
Teacher II - Senior High School (Academic Track and Core Subjects)	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
	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject			None required for provisional and contractual appointments, must pass the LET within 5 years after the date of the first hiring
Teacher III - Senior High School (Academic Track and Core Subjects)	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 years 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
	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject			None required for provisional and contractual appointments, must pass the LET within 5 years after the date of the first hiring
Teacher II - Senior High School (Technical Vocational Track)	Bachelor's degree with a major in the relevant strand/subject 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	1 year experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) on the area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments
	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational courses(s) in the area of specialization			None required for provisional and contractual appointments, must pass the LET within 5 years after the date of the first hiring
Teacher III - Senior High School (Technical Vocational Track)	Bachelor's degree with a major in the relevant strand/subject 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	2 years experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) on the area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments
	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational courses(s) in the area of specialization			None required for provisional and contractual appointments, must pass the LET within 5 years after the date of the first hiring



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Enclosure No. 2 of DM No. **255** s. 2026

**INDICATIVE TIMELINE OF ACTIVITIES FOR THE RECRUITMENT AND
SELECTION OF APPLICANTS FOR TEACHER II & III IN ELEMENTARY, JUNIOR
HIGH SCHOOL, AND SENIOR HIGH SCHOOL**

DATE / TIME	ACTIVITY	OFFICER INCHARGE / VENUE
June 29, 2026	Issuance of Division Memorandum announcing the opening of Recruitment & Selection process	SDO Bulletin Boards, social media, website
July 10, 2026	Submission of application documents to the School Level	School Head & School Administrative Officer II
July 15, 2026	Deadline of the submission of application documents from School to SDO Level	Records Section
July 17, 2026	Releasing of Initial Evaluation Results (IER)	Bulletin Boards, Personnel Section FB Account
July 20-24, 2026	Assessment of Classroom and Non-Classroom Observable Indicators	School where the applicant is currently teaching HRMPSB SubCom
July 20-24, 2026	Schedule of the HRMPSB evaluation of application documents	Personnel Section, HRMPSB
July 27-30, 2026	Consolidation of the results of the evaluation	Personnel Section
July 31, 2026	Signing and releasing of Comparative Assessment Results	ASDS Office, Bulletin Boards, Personnel Section FB Account

**Note: If there are any changes to the schedule due to unforeseen
circumstances, applicants will be notified via text message and through the
applicants' Messenger community.**



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