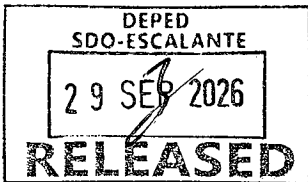




Republic of the Philippines
Department of Education

NEGROS ISLAND REGION

SCHOOLS DIVISION OF ESCALANTE CITY



September 28, 2026

DIVISION MEMORANDUM

No. 428, s. 2026

CALL FOR APPLICATIONS FOR THE TEACHER IV (SPECIAL NEEDS EDUCATION
TEACHER I) POSITION

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

1. In view of **DM-OUHRODI-2026-3573**, directing the *resumption of hiring for the Special Needs Education Teacher I position*, the **Schools Division of Escalante City** hereby announces the opening of the recruitment and selection process for the said position, with the following details:

Position Title	Teacher IV
Parenthetical Title	Special Needs Education Teacher I
No. of Vacancy	Two (2)
School Assignment	Rizal Elementary School Tamlang Elementary School
Salary Grade / Monthly Salary	14 / P38,764.00
Unique Item Number	OSEC-DECSB-TCH4-1050104-2026 OSEC-DECSB-TCH4-1050105-2026
Qualification Standards	
Education	Bachelor's degree in education with specialization in Special Education
Experience	None required
Training	None required
Eligibility	RA 1080 (Teacher)
Note: In the exigency of the service, the appointing authority may reassign the Special Needs Education Teacher I to another school where such services are needed, subject to existing Civil Service Commission (CSC) and Department of Education (DepEd) rules and regulations governing the reassignment or transfer of personnel.	

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"**.



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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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 the Records Section not later than 5:00 PM on October 12, 2026**. Please note that applications submitted after this deadline will not be accepted:

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

PETER J. GALIMBA
OIC, Schools Division Superintendent

- b. Duly accomplished CSC Form 212 (Revised 2026) 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. ***Interested permanent teacher 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 vacancy.***
6. Attached in the enclosures are rating sheet (Enclosure No. 1), Checklist of Requirements, Omnibus Sworn Statement, and Data Privacy Consent (Enclosure No. 2).
7. 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



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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.

8. 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.

9. 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.

10. 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.

11. Immediate and wide dissemination of and adherence to the content of this Memorandum are desired.


PETER B. 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 SPED/SNED



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CHECKLIST OF REQUIREMENTS

Annex C

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 to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) 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.	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 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)			
k.	Other documents as may be required for comparative assessment:			
	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)electronic 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.

INDIVIDUAL EVALUATION SHEET (IES)

Name of Applicant: _____ Application Code: _____
Position Applied For: _____
Schools Division Office: _____
Contact Number: _____
Job Group/ SG- Level: _____

Criteria	Weight Allocation	Applicant's Actual Qualifications		
		Details of Applicant's Qualifications (Relevant documents submitted additional requirements; notes of HRMPSB Members)	Computation	Actual Score
Education	10			
Training	10			
Experience	10			
Performance	30			
PPST Classroom Observable Indicators (Classroom Observation)	25			
PPST Non-Classroom Observable Indicators (Portfolio Annotation and BEI)	15			
TOTAL	100			

I hereby attest to the conduct of the application and assessment process in accordance with the applicable guidelines; and acknowledge, upon discussion with the Human Resource Merit Promotion and Selection Board (HRMPSB), the results of the comparative assessment and the points given to me based on my qualifications and submitted documentary requirements for the _____ (position) under _____ (office where the vacancy exists).

Furthermore, I hereby affix my signature on this Form to attest to the objective and judicious conduct of the HRMPSB evaluation through Open Ranking System.

Name and Signature of Applicant
Date:

Attested:

HRMPSB Chair