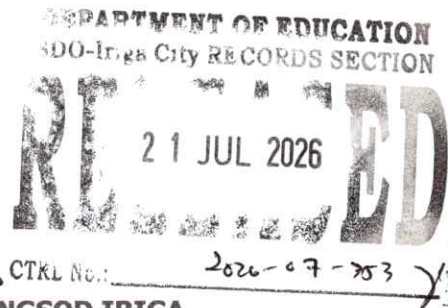




Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)



TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

July 21, 2026

DIVISION MEMORANDUM

NO. 323 s. 2026

ANNOUNCEMENT OF VACANT HIGHER TEACHING POSITION
IN ELEMENTARY SCHOOL

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
OIC, Public Schools District Supervisors
Public Elementary and Secondary School Heads
Section/Unit Heads
Teachers and Non-Teaching Personnel
All Others Concerned

1. The Schools Division Office of Iriga City hereby announces vacancy for higher teaching position in Elementary School which is open for filing of application.
2. Interested applicants must meet the entry requirements/qualification standards indicated below:

TEACHER V (Elementary)	
Education	Bachelor's degree in Education or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Training	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Experience	3 years teaching experience
Eligibility	RA 1080, as amended (Teacher-Elementary/Secondary)

3. Qualified applicants are enjoined to submit application documents (*organized as listed in Enclosure No. 1, Documents for Submission and fastened in a long size pink folder*) to the Personnel Section through the Records Section, on or before **5:00 p.m. of July 31, 2026**.

Application documents sent thru email are still required to submit hard copies on or before the deadline of submission to be included in the pool of official applicants. No additional documents shall be accepted after the deadline of submission.

4. This Office shall adopt an open ranking system based on **DepEd Order No. 20, s. 2024**. Schedule of assessment shall be announced through a separate Advisory.



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Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



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POINT SYSTEM FOR COMPARATIVE ASSESSMENT	
Criteria	Maximum Points Possible
Education	10
Training	10
Experience	10
Performance	30
PPST COIs (<i>Classroom Observation</i>)	25
PPST NCOIs (<i>Portfolio Annotations and BEI</i>)	15
TOTAL	100

- The applicant shall assume full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification of the applicant from the selection process.
- The official applicants in the pool shall be assigned an application code to ensure objectivity and integrity throughout the process and to protect the applicant's identity when posting the results.
- This agency upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity".
- Expenses relative to this activity are chargeable against the MOOE-OSDS subject to the usual accounting rules and regulations.
- Immediate and widest dissemination of this Memorandum is desired.

MARIA-MAGNOLIA F. BRIOSO
OIC, Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. _____, s. 2026

DOCUMENTS FOR SUBMISSION	
a. Original Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of all documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (<i>Data Privacy Act of 2012</i>) sworn before a public officer authorized to administer oaths Note: Form can be downloaded thru: https://tinyurl.com/CklistHT2025	
b. Original Letter of Intent addressed to the Schools Division Superintendent, attention: Administrative Officer IV, Personnel Section, containing the following information: • Statement of purpose/ expression of interest • Learning area/ subject group he/ she intends to teach	
c. Original duly accomplished and notarized Personal Data Sheet (CS Form No. 212, Revised 2026) with Work Experience Sheet, form can be downloaded at www.csc.gov.ph	
d. Photocopy of Transcript of Records including completion of graduate and post-graduate units/degrees, if any	
e. Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any	
f. Photocopy of updated Service Record/Certificate of Employment relevant to the position	
g. Photocopy of latest approved Appointment (for those applying for promotion)	
h. Photocopy of Certificate of Board Rating, valid PRC License/ID and Certificate of Good Standing authenticated by PRC	
i. Photocopy of Performance Ratings for the last three (3) rating periods with at least Very Satisfactory rating. The latest performance rating shall cover one (1) year complete performance rating period in the current position. (SY 2023-2024, 2024-2025 and 2025-2026)	
j. Portfolio/other documents for the assessment of identified PPST non-classroom observable indicators	



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