



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

January 12, 2026

DIVISION MEMORANDUM

No. 017 s. 2026

**DIVISION RECRUITMENT, SELECTION, AND HIRING
OF TEACHER I POSITIONS IN THE ELEMENTARY
AND SECONDARY LEVELS**

To: Assistant Schools Division Superintendents
Division Chiefs
Division Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Human Resource Merit Promotion and Selection Board (HRMPSB)
All Others Concerned

1. Pursuant to DepEd Order No. 7, s. 2023 titled *Guidelines on Recruitment, Selection and Appointment in the Department of Education* and DepEd Order No. 21, s. 2024 titled *Amendments to DepEd Order No. 7, s. 2023*, this Office, through its Human Resource Merit Promotion and Selection Board (HRMPSB), announces the recruitment and selection of teacher-applicants to Teacher I positions in the Kindergarten, Elementary, Junior High School (JHS) and Senior High School (SHS) for School Year 2026 – 2027.
2. Schedule of Recruitment and Selection Activities are as follows:

Date	Activities	Venue	Personnel Responsible
Jan. 13, 2026	Announcement and Preparation on Recruitment, Selection and Hiring of Teacher-Applicants to Teacher I Positions	Posting of Division Memorandum to Website and schools' announcement/bulletin boards	Division HRMPSB Division Sub-Level Committees School Heads
Jan. 20, 2026, 1:30 pm onwards	Meeting/Orientation of members of the Division HRMPSB and HRMPSB Sub-Level Committees	To be announced	Division HRMPSB Division Sub-Level Committees Select School Heads
Jan. 21 – Feb. 13, 2026	Submission and receipt of Application - Documents of Teacher Applicants to their preferred School	All Elementary and Secondary Schools	School HRMPSB Division Sub-committee



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Feb. 17-19, 2026	Preparation of Initial Evaluation Result (IER) by the School's HRMPSB (Annex D) of DO. No. 7. s.2023)	Respective Schools and District Offices	School HRMPSB Division Sub-committee
Feb. 24, 2026	Meeting/Orientation of Teacher Applicants re: DepEd Order 7, s. 2023 and DepEd Order 21, s. 2024	To be announced	Division HRMPSB Division Sub-Level Committees Select School Heads
March 2-13, 2026	a) Demonstration Teaching (COI) b) Accomplishment of Teacher Reflection Form (NCOI) c) Accomplishment of the IES (Annex G1 of DO 7.s.2023	Identified Central Schools within the EDDIS in the Elementary level Identified big high schools within the EDDIS in the Secondary level	Division HRMPSB Division Sub-Level Committees Select School Heads/HTs/MTs
March 16-20, 2026	a) Eddis/District Sub level Consolidation of Documents by EDDIS/District Sub-Level b) Accomplishment of Annex I-I of DO 7, s. 2023 (CAR RQA)	Central Schools in the Elementary level Identified Big high schools within the district in the Secondary level	Division HRMPSB Division Sub-Level Committees
March 23-27, 2026	Division Level Evaluation and Validation	District Offices	Division HRMPSB Division Sub-Level Committees
March 30- April 8, 2026	A) Finalization and Deliberation of the Comparative Assessment Result (CAR) Registry of Qualified Applicants (RQA) B) Preparation of Annex H- (Final Deliberation) on the Results of the RQA BI (as needed)	SDO Conference Hall	Division HRMPSB Division Sub-Level Committees
April 10, 2026	Submission of CAR-RQA to SDO	HRMPSB Chair	Division HRMPSB and Secretariat



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			Division Sub-level committee
April 24, 2026	Posting of the Registry of Qualified Applicants on the SDO Website and Bulletin Board Annex I-I of DO No. 7, s. 2023- CAR-RQA	SDO Website, and Bulletin Board	Division HRMPSB

3. In line with the implementation of the aforementioned policies and schedule of activities, the following Enclosures are attached for guidance and reference.

Enclosure No. 1: Members of the Division HRMPSB, and Division Sub – Level Committees

Enclosure No. 2: Criteria and Point System for Hiring Teacher I Positions (DepEd Order No. 007, s. 2023)

Enclosure No. 3: 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

4. Further, Item No. 10 of the DepEd Order No. 21, s. 2024 states that “To relieve applicants from unnecessary costs incurred during the application process, the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of a document submitted, as required under Section 20(j) of DO No. 7, s. 2023, shall no longer be required to be notarized instead, said document shall be sworn before any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act (RA) No. 6733 and 10755.

5. Item 21 of DepEd Order No. 21, s. 2024 provides that “*remaining applicants in the current CAR-RQA who were not appointed in the current school year, including those who did not meet the cut-off score, shall be given an option to carry over their CAR-RQA scores and/or update their credentials without having to undergo the entire hiring process for the next school year; provided, they submit a Letter of Intent to participate in the succeeding hiring process.*”

6. Applicants shall submit their application documents using folders color-coded according to the level applied for, as follows:

Elementary	-	Blue
Junior High School	-	Yellow
Senior High School	-	Red

7. A separate issuance shall be released specifying the list of classroom observers and assessors for the Teacher’s Reflection Form (TRF).

8. All elementary and secondary school heads are hereby instructed to inform all teacher-applicants under their jurisdiction of the contents of this Memorandum and to ensure strict compliance with the herein provisions.



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9. This Office strictly adheres to the Equal Employment Opportunity Principle (EEOP). Selection and appointment shall be based on the principles of merit and fitness and shall be open to all qualified applicants regardless of gender, civil status, disability, religion, ethnicity, or political affiliation.
10. Immediate and wide dissemination of this Memorandum is desired.


[REDACTED]
[REDACTED]
CECILIA E. VALDERAMA, PhD. CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure No. I to Division Memorandum No. , s. 2026

Members of the Human Resource Merit Promotion and Selection Board (HRMPSB)

Schools Division Level	Personnel Involved
Secondary Level	
Chairperson	Maria Celina L. Vega, CESO VI <i>Assistant Schools Division Superintendent</i>
Members	Cecilia S. Custodio, PhD. <i>Chief ES – Curriculum Implementation Division</i> Victoria O. Madrigal <i>Administrative Officer V</i> Loradel B. Pasco <i>Administrative Officer IV (HRMO)</i> Rizaldy C. Pidlaaoan <i>President – Association of the Secondary Principals Education Program Supervisors per Subject Area</i> Representative SECRETARIAT: Hana Hernandez Karen Mineth T. Danganan Wella Patricia Fernando Lloyd Cunanan
Elementary Level	
Chairperson	Jaime T. Tugade, PhD, CESE, RGC <i>Office -In-Charge</i> <i>Assistant Schools Division Superintendent</i>
Members	Cecilia S. Custodio, PhD. <i>Chief ES – Curriculum Implementation Division</i> Victoria O. Madrigal <i>Administrative Officer V</i> Loradel B. Pasco <i>Administrative Officer IV (HRMO)</i> Daniel Ortega, PhD. <i>President – Public Schools District Supervisors Group</i> Lope Adrian Acapulco <i>President – Association of the Elementary Principals</i> SECRETARIAT: Fresly John Corpuz



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	Kevin DP. Cabazal April Rose P. Roldan Pauline Calayag Mariella Bernardo Gelene Ann Santos
Division Sub-Level Committee	
EDDIS 1	
Chairperson	Mr. William C. Ortega <i>Public Schools District Supervisor- Pulilan</i>
Co-Chair	Racquel D. Salazar (Education) <i>Public Schools District Supervisor- Bulakan</i>
Members	Mr. Paul J. Candelaria <i>Public Schools District Supervisor- Paombong</i> Gilbert M. Agapito (Training) <i>Public Schools District Supervisor- Calumpit North</i> Alexander C. Cruz, PhD. (LET/PBET) <i>Public Schools District Supervisor- Calumpit South</i> Ma. Lorena B. Cardenas, PhD (Relevant Experience) <i>Public Schools District Supervisor- Hagonoy East</i> Lourdes T. Villena, PhD. (Relevant Experience) <i>Public Schools District Supervisor- Hagonoy West</i> Representative – School Heads SECRETARIAT: Enelyn C. Aquino - Bulakan Leona Rita Cruz - Calumpit North Rita Bufo- Calumpit South Reynalyn B. Pascual - Hagonoy East Ma. Celina DL. Bautista- Hagonoy West Regine DC. Tan - Paombong Ronel M. Sulit - Paombong Aurea P. Comendador- Pulilan
EDDIS 2	
Chairperson	Dulce Regina C. Flores, PhD <i>Public Schools District Supervisor</i>
Co-Chair	Priscilla SM Navarro, EdD <i>Public Schools District Supervisor</i>
Members	Lorena F. Villalon <i>Principal IV-Plaridel ES</i> Josefina Q. Cruz <i>Principal IV-Bustos ES</i>



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	<p>Nora J. Adriano, PhD <i>Principal IV-Banga ES</i></p> <p>Judith J. Dangca, PhD <i>Principal III-San Jose ES</i></p> <p>Noemi V. Dela Cruz <i>Principal II-Lagundi ES</i></p> <p>SECRETARIAT:</p> <p>Vanessa Jovel C. Manalad <i>AO-Plaridel</i> <i>AO - Bustos</i></p>
EDDIS 3	
Chairperson	Edelmira S. Dorega, PhD <i>Public Schools District Supervisor</i>
Co-Chair	Leonora V. Bergado, EdD <i>Public Schools District Supervisor</i>
Members	<p>Marisa V. Ortega <i>Public Schools District Supervisor</i></p> <p>Ma. Niña P. Avendaño, PhD <i>Public Schools District Supervisor</i></p> <p>Ana-Liza Villanueva, EdD <i>Public Schools District Supervisor</i></p> <p>Daniel V. Ortega, EdD <i>Public Schools District Supervisor</i></p> <p>Rafael C. Rubio, PhD <i>Public Schools District Supervisor</i></p> <p>Representatives:</p> <p>Rona C. Castro</p> <p>Arleen M. Porras, PhD</p> <p>Ma. Filipina Cruz, PhD</p> <p>Lannie M. Peregrino</p> <p>Ma. Alma V. Balanza</p> <p>Imelda Vargas</p> <p>Jobelle R. Leongson</p> <p>SECRETARIAT:</p> <p>Liezcel Wakefield</p> <p>Lichelyn P. De Jesus</p>
EDDIS 4	



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Chairperson	Priscila P. Iliscupidez, PhD <i>Public Schools District Supervisor</i>
Co-Chair	Alexander I. Adonis, PhD <i>Public Schools District Supervisor</i>
Members	Anabell R. Palomo, PhD <i>Public Schools District Supervisor</i> Representatives: Edna T. Gomez, PhD <i>Principal IV- Obando CS</i> Edwin S. Flores <i>Principal IV- Northville IV ES</i> Minerva P. Sarmiento <i>Principal IV, FSS Patulo ES</i> Secretariat: Genevieve A. Aguilar <i>AO II – Obando Central School</i> Josan A. Cruz <i>AO II – San Pascual ES</i> Issa Marie Cabarle <i>AO II- Marilao Central IS</i> <i>Jackylyn V. Pabantang</i> <i>AO II – Northville IV ES</i> Fitz Gerald B. Salvador <i>AO II- FSS Patulo ES</i> Sheryll T. Briones <i>AO II- Prenza ES</i>
EDDIS 5	
Chairperson	Lorelina G. Sierra, EdD <i>Public Schools District Supervisor</i>
Co-Chair	Ma. Neriza F. Fanuncio, EdD <i>Public Schools District Supervisor</i>
Members	Teresita B. Alquiza, PhD <i>Public Schools District Supervisor</i> Esperanza F. Perez, EdD <i>Public Schools District Supervisor</i> Jonar C. David, EdD. <i>Public Schools District Supervisor</i>



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	<p>Ana Sonia R. Nolasco <i>Principal III-Bunsuran ES</i></p> <p>Marites SA Sumalbag <i>Principal IV-Balagtas CS</i></p> <p>Charito N. Laggui, PhD <i>Principal IV-Guiguinto CS</i></p> <p>Ramil G. Pagtalunan <i>Principal III- Batia ES</i></p> <p>Lisette M. Gregorio, PhD <i>Principal IV - M.C. Bernardo MCS</i></p> <p>SECRETARIAT: <i>Fernando C. Sandil- AO II</i></p>
EDDIS 6	
Chairperson	<p>Nora G. Manalo, PhD <i>PSDS – Sta. Maria Central</i></p>
Co-Chair	<p>Guillermo J. Flores, EdD <i>PSDS – Angat</i></p>
Members	<p>Cecilia P. Buenaventura, EdD., <i>PSDS – Sta. Maria Central</i></p> <p>Maximo C. Herrera, EdD <i>PSDS – Norzagaray East</i></p> <p>Angelita C. Baltazar <i>PSDS – Sta. Maria West</i></p> <p>Marilou V. Cruz, PhD <i>PSDS – Sta. Maria East</i></p> <p>SECRETARIAT: Micaella Maria D. Castillo <i>Sta. Maria Central</i></p> <p>Olivia Ann D. Santos <i>Angat District</i></p> <p>Kenny Joy P. Gener <i>Norzagaray West</i></p> <p>Beverluz de Jesus <i>Norzagaray East</i></p> <p>Rikki Jianelli C. Torres</p>



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	<i>Sta. Maria West</i> Ann Roselle C. Rodriguez <i>Sta. Maria East</i>
a. Secondary Level (both JHS and SHS)	
EDDIS 1	
Chairperson	Loida G. Rillera <i>Principal II – San Roque National High School</i>
Co-Chair	Felipa DL. Santiago <i>Principal IV – San Pedro National High School</i>
Members	Melannie T. Sangoyo <i>Principal III – Sta. Lucia National High School</i> Melissa M. Martin <i>Principal I – Dona Candelaria Meneses Duque MHS</i> Ma. Vilma L. Adonis <i>Head Teacher I/OIC – Kapitangan NHS</i> Roselda M. Baylon <i>ASP II – Iba National High School</i> Kathrine Jane I. Ople <i>OIC, MT I-Pinalagdan HS</i> SECRETARIAT: Gilbert S. Santos <i>Head Teacher III – San Roque National High School</i> Estelita V. Asuncion <i>Head Teacher II – San Roque National High School</i> Julie Ann J. Magno <i>Head Teacher I – San Roque National High School</i> Maria Ivy Antonio M. Cruz <i>AO II – San Roque National High School</i>
EDDIS 2	
Chairperson	Ma. Regina Lopez <i>EDDIS 2 Chair</i>
Co-Chair	Dulce Vilma R. Ignacio <i>Principal II – Cambaog National High School</i>
Members	Jaypee S. Armenion <i>Principal II – Aguinaldo J. Santos NHS</i> Maria Lourdes L. Ramos <i>Principal III - Alexis G. Santos National High School</i>



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	<p>Nerissa V. Bernardo <i>Principal II – Jjmariano MHS</i></p> <p>Emmanuel Dionisio <i>Principal I - Bulihan HS</i></p> <p>Roselle Gabriel <i>Principal I – JJ Vistan High School</i></p> <p>Frederick Del Rosario <i>Principal I – Banga HS</i></p> <p>Ronald Panganiban <i>Principal I – Dampol 1st</i></p> <p>Secretariat:</p> <p>Ma. Lourdes M. Dionisio, PhD <i>Head Teacher – Cambaog National HS</i></p> <p>Rovelyn T. Guerrero <i>Head Teacher – Dr. Pablito V. Mendoza Sr. HS</i></p> <p>Raffy T. Capulong <i>Master Teacher 1 – Banga HS</i></p> <p>Lea V. Bagasala <i>Head Teacher – Banga HS</i></p> <p>Alvin T. Cruz <i>AO – Cambaog NHS</i></p>
EDDIS 3	
Chairperson	Elenita SD. Requejo <i>Principal II – Lydia T. Villangca Trade School</i>
Co-Chair	Odette V. Espiridion <i>Principal II - Maronquillo National High School</i>
Members	Cesar V. Valondo <i>Principal IV - San Ildefonso National High School</i>
	Bienvenido L. Guevarra Jr. PhD <i>Principal IV - Vedasto R. Santiago High School</i>
	Ceanceno M. Espiritu Jr. PhD <i>Principal IV - Carlos F. Gonzales High School</i>
	Joel G. Cayetano PhD <i>Principal II – Partida National High School</i>



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	<p>Joel A. Cruz <i>Principal III - John J. Russel Memorial High School</i></p> <p>Joy Franklin F. Catimbang <i>Principal III - Laura De Leon High School</i></p> <p>Aldvin B. Evangelista <i>Principal I - Akle High School</i></p> <p>Rodrigo V. Jacinto Jr. <i>Principal II - Salapungan National High School</i> Loveth Jane E. Trinidad <i>Principal I - Sta. Catalina Matanda NHS</i></p> <p>Petronila T. Dela Torre <i>OIC/Head Teacher VI - Gabihan High School</i></p> <p>Bryan DC. Gabriel PhD <i>Principal I - Emilia Perez Ligon HS</i></p> <p>Arnold P. Gamboa <i>OIC/Head Teacher III - Esteban Paulino High School</i></p> <p>Airene B. Delos Reyes <i>OIC/ASP I - Sapang Bulac High School</i></p> <p>Rommel V. Delos Reyes, PhD <i>Principal II - Calawitan NHS</i></p> <p>Geraldine M. Nogoy <i>OIC/Head Teacher III - Kalayakan High School</i></p> <p><i>Mar Florence DC. Sebastian</i> <i>OIC/ Head Teacher III – Talbak HS</i></p> <p><i>Romulo J. Roxas Jr</i> <i>Principal I - Upig HS</i></p> <p><i>Marciano V. Cruz Jr</i> <i>Principal IV - San Miguel NHS</i></p> <p><i>Jennet A. Manalo</i> <i>Principal III – San Rafael NTS</i></p> <p>SECRETARIAT:</p> <p>Richelle SD. Sagum <i>Head Teacher III – Vedasto R. Santiago High School</i></p> <p>Enrico Villangca</p>
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	<p><i>Head Teacher III – Carlos F. Gonzales High School</i></p> <p>Leodegario U. Cruz <i>Assistant School Principal II – Carlos F. Gonzales HS</i></p> <p>John Lester R. Payumo <i>Assistant School Principal II – Carlos F. Gonzales HS</i></p> <p>Jhon Michael Alivia <i>Admin Officer II – San Rafael NTS</i></p> <p><i>Lizzeth Juris Gantala</i> <i>Admin Officer II – San Ildefonso NHS+</i></p>
EDDIS 4	
Chairperson	Rosauro A. Villanueva, PhD <i>Principal IV-Prenza NHS</i>
Co-Chair	Roman M. Carreon <i>Principal IV-Obando NHS</i>
Members	<p>Jocelyn V. Sunga <i>Principal – Obando NHS</i></p> <p>Abelardo Miranda <i>MT/OIC-Obando School of Fisheries</i></p> <p>Reygie Bauza <i>Asst. School Principal-Prenza NHS</i></p> <p>Lawrence Dela Cruz <i>Asst. School Principal-AFGBMTS</i></p> <p>SECRETARIAT:</p> <p>Anthony Mendoza <i>Head Teacher</i></p>
EDDIS 5	
Chairperson	Kahryz D. Maninang <i>Principal I – Guiguinto NVHS Annex</i>
Co-Chair	Irene I Velasco <i>Principal III - FC Lipana High School</i>
Members	<p>Evangelina S. Cristobal <i>Principal IV- Balagtas NAHS</i></p> <p>Antonina D. Santos <i>School Principal IV- Lolomboy National HS</i></p>



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	<p>Daisy DJ Miranda <i>Principal III - Gat Francisco Balagtas HS</i></p> <p>Eduardo Mañas <i>Principal I, Tiaong High School</i></p> <p>Kahryz D. Maninang <i>School Head, GNVHS Annex</i></p> <p>SECRETARIAT: Isabelita S. Canoza <i>School Head - Batya High School</i></p> <p>Marivic Reyes <i>School Head- Mapulang Lupa HS</i></p> <p>Rolando Reyes <i>Principal I - Masagana High School</i></p> <p>Maria Diana O. Villanueva <i>Administrative Officer II – Guiguinto NVHS</i></p> <p>Cynthia Aguinaldo <i>HT III, FC Lipana NHS</i></p>
EDDIS 6	<p>Chairperson Francisca T. Salvador <i>Principal II – Binagbag NHS</i></p> <p>Co-Chair Dr. Virginia S. San Gabriel <i>Principal IV – Pres. Diosdado Macapagal MHS</i></p> <p>Members Monaliza D. Casquero <i>Principal II – Sta Cruz High School</i></p> <p>Dr. Minerva P. Sikat <i>Principal II – FVR National High School</i></p> <p>Melinda Manato <i>MT/OIC – M. Sapa HS</i></p> <p>Meriam Roldan <i>Principal II – Julian Sumbillo HS</i></p> <p><i>Jeffrey C. Basilio</i> <i>Catmon National High School</i></p> <p><i>Ricardo C. Benis</i> <i>NHV National High School</i></p>



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	<p>SECRETARIAT:</p> <p>Maribel F. Palad Head Teacher III</p> <p>Mary Rose M. Celestino Head Teacher III</p> <p>Maria Chyntia C. Basa Head Teacher II</p> <p>Imelda DT. Mateo Head Teacher II</p> <p>Ma. Concepcion C. Sumbillo AO II – Minuyan NHS</p>
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Enclosure No. II to Division Memorandum No. , s. 2026

(Enclosure No. 2 to DepEd Order No. **007**, s. 2023)

please scan the QR code DEPED-OSEC-479130

CRITERIA AND POINT SYSTEM FOR HIRING TO TEACHER I POSITIONS

1. These criteria and point system shall cover the selection and hiring of teacher applicants to Teacher I positions in the Kindergarten, Elementary, Junior High School (JHS), and Senior High School (SHS). For SHS, the same criteria shall apply in hiring teacher applicants under permanent, provisional, or contractual status.
2. The comparative assessment for Teacher I shall be based on the following criteria:
 - a. **Education** units and/or degree relevant to the position to be filled (i.e. Kindergarten, Elementary, JHS, and SHS), that exceed the minimum requirements as defined in the CSC-approved QS;
 - b. **Training** hours in Curriculum and Instruction and/or other specialized training for skills development in fields related to the work, duties, and responsibilities for Teacher I, that exceed the minimum requirements as defined in the CSC-approved QS, acquired in the last five (5) years. For SHS, training may be those relevant to the learning area, specialization, or strand;
 - c. **Experience** in Teaching exceeding the minimum requirements as defined in the CSC-approved QS. For SHS, relevant industry and/or work experience may be considered;
 - d. **Professional Board Examination for Teachers (PBET)**, **Licensure Examination for Teachers (LET)**, or **Licensure Examination for Professional Teachers (LEPT)** Rating;
 - e. **PPST Classroom Observable Indicators (COI)** measured through Classroom Observation/Demonstration Teaching; and
 - f. **PPST Non-Classroom Observable Indicators (NCOI)** measured through the Teacher Reflection Form (TRF).
3. The weight allocation or point system for each criterion is detailed in Table 1.

Table 1. Point System for Comparative Assessment: Teacher I Positions

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. PBET/LET/LEPT Rating	10
e. PPST COIs (Classroom Observation/Demonstration Teaching)	35
f. PPST NCOIs (Teacher Reflection)	25
Total	100

Rubrics for Computation of Points per Criterion

4. **Education, Training, and Experience (ETE).** The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the Increments Table (Table 2.a, 2.b, 2.c) and the Rubrics for Computation of Points for ETE (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.



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Table 2.a. Increments Table – Education

Level	Range	
	From	To
1	Can Read and Write	Elementary Level Education
2	Elementary Graduate	Junior High School Level Education (K to 12) High School Level (Old curriculum)
3	Competed Junior High School (K to 12)	Senior High School Level Education (K to 12)
4	Senior High School Graduate (K to 12) High School Graduate (Old curriculum)	Less than 2 years of College
5	Competed 2 years in College	Less than a Bachelor's Degree but more than 2 years in College
6	Bachelor's Degree	Less than 6 Units earned towards the completion of a Master's Degree
7	6 Units earned towards the completion of a Master's Degree	Less than 9 Units earned towards the completion of a Master's Degree
8	9 Units earned towards the completion of a Master's Degree	Less than 12 Units earned towards the completion of a Master's Degree
9	12 Units earned towards the completion of a Master's Degree	Less than 15 Units earned towards the completion of a Master's Degree
10	15 Units earned towards the completion of a Master's Degree	Less than 18 Units earned towards the completion of a Master's Degree
11	18 Units earned towards the completion of a Master's Degree	Less than 21 Units earned towards the completion of a Master's Degree
12	21 Units earned towards the completion of a Master's Degree	Less than 24 Units earned towards the completion of a Master's Degree
13	24 Units earned towards the completion of a Master's Degree	Less than 27 Units earned towards the completion of a Master's Degree
14	27 Units earned towards the completion of a Master's Degree	Less than 30 Units earned towards the completion of a Master's Degree
15	30 Units earned towards the completion of a Master's Degree	Less than 33 Units earned towards the completion of a Master's Degree
16	33 Units earned towards the completion of a Master's Degree	Less than 36 Units earned towards the completion of a Master's Degree
17	36 Units earned towards the completion of a Master's Degree	Less than 39 Units earned towards the completion of a Master's Degree
18	39 Units earned towards the completion of a Master's Degree	Less than 42 Units earned towards the completion of a Master's Degree
19	42 Units earned towards the completion of a Master's Degree	Less than Complete Academic Requirements completed towards the completion of a Master's Degree
20	Complete Academic Requirements completed towards a Master's Degree	Less than an awarded Master's Degree
21	Master's Degree	Less than 3 Units earned towards the completion of a Doctorate
22	3 Units earned towards the completion of a Doctorate	Less than 6 Units earned towards the completion of a Doctorate
23	6 Units earned towards the completion of a Doctorate	Less than 9 Units earned towards the completion of a Doctorate
24	9 Units earned towards the completion of a Doctorate	Less than 12 Units earned towards the completion of a Doctorate
25	12 Units earned towards the completion of a Doctorate	Less than 15 Units earned towards the completion of a Doctorate
26	15 Units earned towards the completion of a Doctorate	Less than 18 Units earned towards the completion of a Doctorate
27	18 Units earned towards the completion of a Doctorate	Less than 21 Units earned towards the completion of a Doctorate
28	21 Units earned towards the completion of a Doctorate	Less than 24 Units earned towards the completion of a Doctorate
29	24 Units earned towards the completion of a Doctorate	Less than Complete Academic Requirements completed towards the completion of a Doctorate
30	Complete Academic Requirements completed towards a Doctorate	Less than an awarded Doctorate
31	Doctorate	



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Table 2.b. Increments Table – Training

Level	Range	
	From	To
1	0 hours	Less than 8 hours
2	8 hours	Less than 16 hours
3	16 hours	Less than 24 hours
4	24 hours	Less than 32 hours
5	32 hours	Less than 40 hours
6	40 hours	Less than 48 hours
7	48 hours	Less than 56 hours
8	56 hours	Less than 64 hours
9	64 hours	Less than 72 hours
10	72 hours	Less than 80 hours
11	80 hours	Less than 88 hours
12	88 hours	Less than 96 hours
13	96 hours	Less than 104 hours
14	104 hours	Less than 112 hours
15	112 hours	Less than 120 hours
16	120 hours	Less than 128 hours
17	128 hours	Less than 136 hours
18	136 hours	Less than 144 hours
19	144 hours	Less than 152 hours
20	152 hours	Less than 160 hours
21	160 hours	Less than 168 hours
22	168 hours	Less than 176 hours
23	176 hours	Less than 184 hours
24	184 hours	Less than 192 hours
25	192 hours	Less than 200 hours
26	200 hours	Less than 208 hours
27	208 hours	Less than 216 hours
28	216 hours	Less than 224 hours
29	224 hours	Less than 232 hours
30	232 hours	Less than 240 hours
31	240 hours	or more

Table 2.c. Increments Table – Experience

Level	Range	
	From	To
1	None	Less than 6 months
2	6 months	Less than 1 year
3	1 year	Less than 1 year 6 months
4	1 year 6 months	Less than 2 years
5	2 years	Less than 2 years 6 months
6	2 years 6 months	Less than 3 years
7	3 years	Less than 3 years 6 months
8	3 years 6 months	Less than 4 years
9	4 years	Less than 4 years 6 months
10	4 years 6 months	Less than 5 years
11	5 years	Less than 5 years 6 months
12	5 years 6 months	Less than 6 years
13	6 years	Less than 6 years 6 months
14	6 years 6 months	Less than 7 years
15	7 years	Less than 7 years 6 months
16	7 years 6 months	Less than 8 years
17	8 years	Less than 8 years 6 months
18	8 years 6 months	Less than 9 years
19	9 years	Less than 9 years 6 months
20	9 years 6 months	Less than 10 years
21	10 years	Less than 10 years 6 months
22	10 years 6 months	Less than 11 years
23	11 years	Less than 11 years 6 months
24	11 years 6 months	Less than 12 years
25	12 years	Less than 12 years 6 months
26	12 years 6 months	Less than 13 years
27	13 years	Less than 13 years 6 months
28	13 years 6 months	Less than 14 years
29	14 years	Less than 14 years 6 months
30	14 years 6 months	Less than 15 years
31	15 years	or more



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Table 3. Rubrics for Computation of Points for Education, Training and Experience

Weight Allocation	Education		Training		Experience	
	Increments from minimum QS	Points	Increments from minimum QS	Points	Increments from minimum QS	Points
<i>Education: 10 points Training: 10 points Experience: 10 points</i>	10 or more increments	10	10 or more increments	10	10 or more increments	10
	8-9 increments	8	8-9 increments	8	8-9 increments	8
	6-7 increments	6	6-7 increments	6	6-7 increments	6
	4-5 increments	4	4-5 increments	4	4-5 increments	4
	2-3 increments	2	2-3 increments	2	2-3 increments	2

Illustrative example:

Vacant position: Teacher I (Secondary) – SG 11

Qualification Standards per CSC-approved QS

Education : Bachelor of Secondary Education (BSEd), or Bachelor's degree plus 18 professional units in Education with appropriate major
Training : None required
Experience : None required

The date of HRMPSB assessment/Open Ranking System: September 20, 2022

- Based on the minimum QS of the position to be filled, the HRMPSB shall determine the baseline level for computing the points for ETE using the Increments Table as shown in Table 2.a, 2.b, and 2.c.

<i>Minimum requirement per CSC-approved Qualification Standards for Teacher I</i>		<i>Corresponding Level based on Increments Table</i>
<i>Education</i>	<i>Bachelor of Secondary Education (BSEd), or Bachelor's degree plus 18 professional units in Education with appropriate major</i>	<i>Level 6 (based on Table 2.a)</i>
<i>Training</i>	<i>None required</i>	<i>Level 1 (based on Table 2.b)</i>
<i>Experience</i>	<i>None required</i>	<i>Level 1 (based on Table 2.c)</i>

For purposes of determining the baseline level, any professional or specialization units as may be required in the CSC-approved QS in addition to non-Education degree shall be considered equivalent to a Bachelor's degree in Education (e.g. Bachelor's degree plus 18 professional units in Education with appropriate major = Level 6 based on Table 2.a). Additional professional and specialization units taken to earn the equivalent Education degree (i.e., BEEd, BSEd) shall not correspond to units towards the completion of a Master's degree.

- After determining the baseline level, the HRMPSB shall compute for the increments of the applicant's actual qualifications based on the submitted documentary requirements. *Increment* shall refer to the difference between the applicant's actual qualification level and the corresponding level of the minimum (baseline) QS requirement of the position to be filled.

Only qualifications that are relevant to the position to be filled and which exceed the minimum (baseline) QS requirements of the position shall be included in the computation of increments.



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Illustrative example:

Computation of increments based on actual Education qualification of Applicant A:

Education Qualification of Applicant A	Increments from minimum (or baseline) QS requirements using Increments Table 2.a (Education)
<i>Bachelor of Secondary Education (BSEd) 18 units for a Master's degree in Education</i>	<p>Using Table 2.a, the corresponding level of Applicant A's Education qualification (18 units for a Master's degree in Education) is at Level 11.</p> <p>The number of increments for Applicant A's Education qualifications shall be computed by subtracting the minimum QS level (Level 6) from the applicant's qualification level (Level 11), as illustrated below:</p> $\text{Applicant's Educ level} - \text{QS level} = \text{Increment}$ $11 - 6 = 5 \text{ increments}$

Computation of Increments based on actual Training qualification of Applicant A:

Training Qualification of Applicant A	Increments from minimum (or baseline) QS requirements using Increments Table 2.b (Training)
<i>32 hours training on curriculum contextualization or localization and lesson planning (January 26 to 29, 2021)</i>	<p>The cumulative hours of the relevant training/L&D, which are acquired within the last 3 years, shall be considered for the counting of increments.</p> <p>In the case of Applicant A, the 24 hours training/L&D on curriculum contextualization or localization and lesson planning are considered relevant to the Teacher I position. Using Table 2.b, the corresponding level of Applicant A's Training qualification (24 hours) is at Level 4.</p> <p>The number of increments for Applicant A's Training qualifications shall be computed by subtracting the minimum QS level (Level 1) from the applicant's qualification level (Level 4), as illustrated below:</p> $\text{Applicant's Training level} - \text{QS level} = \text{Increment}$ $5 - 1 = 4 \text{ increments}$

Computation of Increments based on actual Experience qualification of Applicant A:

Experience Qualification of Applicant A	Increments from minimum (or baseline) QS requirements using Increments Table 2.c (Experience)
<i>Marion Academy – Teacher Associate – June 1, 2018 to present</i>	<p>Only those experience relevant to the position to be filled shall be considered in the computation of increments. Relevant experience shall be reckoned from the date of first day of service.</p> <p>In the case of Applicant A, the relevant experience (June 1, 2018 to present (date of assessment: September 20, 2022)) is 4 years and 3 months. Using Table 2.c, the corresponding level of Applicant A's Experience qualification (4 years and 3 months) is at Level 9.</p> <p>The number of increments for Applicant A's Experience qualifications shall be computed by subtracting the minimum QS level (Level 1) from the applicant's qualification level (Level 9), as illustrated below:</p> $\text{Applicant's Experience level} - \text{QS level} = \text{Increment}$ $9 - 1 = 8 \text{ increments}$ <p><i>Note: The date of HRMPSB assessment/ Open Ranking: September 20, 2022</i></p>

c. After computing the number of increments from the minimum (baseline) QS requirement, the corresponding points earned by the applicant for ETE shall be determined using Table 3 (Rubrics for Computation of Points for Education, Training, and Experience).

Illustrative example:

Using Table 3 and based on the number of increments earned by Applicant A, the computation of points for ETE is as follows:



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Qualification Standards			Qualification of the Applicant			Computation of Points based on Incremental Scales Table & ETE Rubrics			Total number of points for ETE
Education	Training	Experience	Education	Training	Experience	Education	Training	Experience	
<i>Bachelor of Secondary Education (BSEd), or Bachelor's degree plus 18 professional units in Education with appropriate major</i>	<i>None required</i>	<i>None required</i>	<i>Bachelor of Secondary Education (BSEd)</i> <i>18 units for a Master's degree in Education</i>	<i>32 hours training on curriculum contextualization/ focalization and lesson planning (January 26 to 29, 2021)</i>	<i>Marian Academy – Teacher Associate – June 1, 2018 to present</i>	<i>5 increments</i> <i>Based on Table 3:</i> <i>4-5 increments = 4 points (out of 10)</i>	<i>4 increments</i> <i>Based on Table 3:</i> <i>4-5 increments = 4 points (out of 10)</i>	<i>8 increments</i> <i>Based on Table 3:</i> <i>8-9 increments = 8 points (out of 10)</i>	<i>16 points (out of 30)</i>

- d. Meeting the minimum (baseline) QS requirements for Education, Training, and Experience shall be given zero (0) points.
- e. The following general guidelines shall be observed in giving corresponding points to relevant Education, Training, and Experience qualifications:
 - i. Education units and/or degrees in multiple or different majors may be given corresponding points on a cumulative basis; provided, that the units and/or degrees earned are relevant to the position applied for; provided further, that the subjects completed are not duplicated.
 - ii. Relevant training hours earned from digital/virtual/online learning may be considered, subject to the conditions prescribed in CSC Memorandum Circular (MC) No. 3, s. 2021 (*General Guidelines on Digital/Online Learning in the Public Sector*).
 - iii. TESDA National Certification (NC) II and Trainers Methodology (TM) Certificate may be considered; provided that the skills acquired from the training are relevant to the work, duties, and responsibilities of Teacher I.
 - iv. Relevant experience gained from part-time work of at least four (4) hours per day may be considered; provided, that the appropriate Certificate of Employment is submitted with details on the actual number of hours rendered. For purposes of giving points, the months or years of relevant experience submitted shall be transmuted to the equivalent months or years of experience based on the CSC-required eight (8)-hour per day workday.
 - v. Relevant experience gained from abroad or outside the Philippines may be considered provided that the applicant submits a Certificate of Employment. Those documentary requirements written in languages other than English or Filipino shall be accompanied by a complete English translation.
- f. Applicable provisions under Rule VIII Part I to IV of the CSC ORAOHRA shall apply in the appreciation of relevant Education, Training, and Experience qualifications and giving of points to ETE credentials.



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5. **PBET/LET/LEPT Rating.** Points for the PBET/LET/LEPT rating shall be computed using the formula below. This formula shall likewise apply to SHS applicants who may not have passed the PBET/LET/LEPT but may be appointed under provisional status; provided the applicant submits a Certificate of Rating.

$$\text{Points}_{(\text{PBET/LET/LEPT})} = \frac{\text{PBET/LET/LEPT rating}}{100} \times \text{WA}_{(\text{PBET/LET/LEPT})}$$

Illustrative example:

$x = 82.75$

$\text{WA} = 10$

$$\text{Points}_{(\text{PBET/LET/LEPT})} = \frac{82.75}{100} \times 10 = 8.275 \text{ points}$$

6. **PPST Classroom Observable Indicators (COIs).** The teachers' demonstration of PPST COIs shall be assessed through the conduct of the **classroom observation/demonstration teaching** using the Classroom Observation Tool for Recruitment, Selection, and Placement (COT-RSP), focusing on Levels 2 to 6 of the COT Rubric to capture good performance in the Beginning towards Proficient career stage.

- The Classroom Observable Strands/Indicators.* The selected COIs indicated in this Order shall constitute the classroom observable objectives for hiring entry level teachers, unless otherwise modified by subsequent issuances.

Table 4.a. PPST Classroom Observable Strands/Indicators for Hiring of Teacher I

1.1.2	<i>Apply knowledge of content within and across curriculum teaching areas.</i>
1.4.2	<i>Use a range of teaching strategies that enhance learner achievement in literacy and numeracy skills.</i>
1.5.2	<i>Apply a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills.</i>
4.1.2	<i>Plan, manage and implement developmentally sequenced teaching and learning processes to meet curriculum requirements and varied teaching contexts.</i>
5.1.2	<i>Design, select, organize and use diagnostic, formative and summative assessment strategies consistent with curriculum requirements.</i>



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Table 4.b. PPST Classroom Observable Strands/Indicators for Hiring of Teacher I in the Indigenous Peoples Education (IPEd)

1.1.2	<i>Apply knowledge of content within and across curriculum teaching areas.</i>
1.4.2	<i>Use a range of teaching strategies that enhance learner achievement in literacy and numeracy skills.</i>
1.6.2	<i>Display proficient use of Mother Tongue, Filipino, and English to facilitate teaching and learning.</i>
3.5.2	<i>Adapt and use culturally appropriate teaching strategies to address the needs of learners from indigenous groups.</i>
5.1.2	<i>Design, select, organize, and use diagnostic, formative and summative assessment strategies consistent with curriculum requirements.</i>

b. *The Classroom Observation Tools for Recruitment, Selection, and Placement (COT-RSP).* The following evaluative assessment tools are designed to measure the classroom performance of teacher applicants against the identified observable indicators:

- i. **COT-RSP Rubric (Annex J)** refers to the rubric by which the classroom performance of the teacher applicant is measured against the observable indicators.
- ii. **Observation Notes Form (Annex K)** is used by the observer to record specific observations and comments on the classroom performance of the teacher applicant.
- iii. **Rating Sheet (Annex L)** is used to indicate the rating/level attained by the teacher applicant in each of the COIs.
- iv. **Rating Sheet (Annex L-1)** is used to indicate the rating/level attained by the IPEd teacher applicant in each of the COIs for IPEd.
- v. **Inter-Observer Agreement Form (Annex M)** is used to indicate the final rating of the teacher applicant for each indicator as agreed upon during the Inter-Observer Agreement Exercise.
- vi. **Inter-Observer Agreement Form (Annex M-1)** is used to indicate the final rating of the IPEd teacher applicant for each indicator as agreed upon during the Inter-Observer Agreement Exercise.

c. *Classroom Observation Protocols.* Observers shall ensure that the following protocols in classroom observation are judiciously followed:

- i. The selection of observers or sub-committee/s that will be designated to conduct classroom observations or observe demonstration teaching shall take into consideration their understanding and knowledge of the PPST COIs, the specific tools and protocols on the conduct of classroom observation, and the recruitment and selection process. They shall be comprised of trained COT assessors/observers (e.g., Master Teachers, Head Teachers, School Heads, Public School District Supervisors, Education Program Specialists/Supervisors).



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Furthermore, sub-committee/s shall include subject matter experts on the specialization of the position to be filled.

- ii. Two (2) to three (3) observers shall participate in the classroom observation.
- iii. Observer/s must not be related to the applicant within the third degree of consanguinity or affinity.
- iv. Observer/s must review the COT-RSP Rubric and the forms to be accomplished in the process of observation (i.e., Observation Notes Form, Rating Sheet, and/or Inter-Observer Agreement Form) prior to the actual conduct of the
- v. classroom observation. Only the Observation Notes Form must be brought and accomplished by the observer/s during the actual observation.
- vi. Classroom observations shall be done in an actual classroom setting with learners.
- vii. It is highly recommended that the teacher applicants be observed for the entire class duration (45 minutes to one (1) hour). However, when difficult circumstances do not allow for the ideal duration for classroom observation, such as challenges in logistics, large volume of applicants, availability of learners and observers, a minimum of 15-minute observation shall be allowed.
- viii. In the event when a face-to-face conduct of the classroom observation is not feasible, the conduct of an online observation may be allowed, as deemed necessary, provided that the protocols in Item 6.c.iv are observed.
- ix. The Rating Sheet shall be accomplished individually by each observer after the actual observation.
- x. An Inter-Observer Agreement Exercise shall be done whereby all observers, after accomplishing the Rating Sheet individually, meet to discuss the teacher applicant's rating in each indicator, and arrive at a **collegial final rating**. The final rating is not an average of each observer's ratings. It shall be based on objective, reasoned, and consensual judgment.

d. The points for the PPST COIs shall be computed as follows:

$$\text{Points}_{(\text{COI})} = \frac{\text{COT rating}}{30} \times \text{WA}_{(\text{COI})}$$

Where:

COT rating = Applicant's final rating obtained in the demonstration of COIs as reflected in the COT-RSP Rating Sheet or COT-RSP Inter-Observer Agreement Form

30 = Highest possible score in COT

WA = Weight Allocation for COI

Illustrative example:

COT rating = 20

WA = 35

$$\text{Points}_{(\text{COI})} = \frac{20}{30} \times 35 = 23.333 \text{ points}$$



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7. PPST Non-Classroom Observable Indicators (NCOIs). The teacher applicant's demonstration of PPST NCOIs shall be assessed through the teacher applicant's narrative and reflection using the Teacher Reflection Form (TRF).

a. *The Non-Classroom Observable Strands/Indicators.* The selected NCOIs indicated in this Order shall constitute the non-classroom observable objectives for hiring of teachers, unless otherwise modified by subsequent issuances.

Table 5. PPST Non-Classroom Observable Strands/Indicators for Hiring of Teacher I

6.1.2	Maintain learning environments that are responsive to community contexts.
6.3.2	Review regularly personal teaching practice using existing laws and regulations that apply to the teaching profession and the responsibilities specified in the Code of Ethics for Professional Teachers.
7.2.2	Adopt practices that uphold the dignity of teaching as a profession by exhibiting qualities such as caring attitude, respect, and integrity.
7.3.2	Participate in professional networks to share knowledge and to enhance experience.

The same set of indicators shall be used for IPEd teacher applicants

b. *The Non-Classroom Observable Tools for RSP.* The following evaluative assessment tools are designed to measure the teacher applicant's understanding of the non-classroom observable indicators:

- Teacher Reflection Form (Annex N)** is used to demonstrate how the teacher applicant exhibits each of the non-classroom observable indicators by writing down narratives and reflection based on specific situations and experiences as guided by prompt questions. The HRMPSB, in consultation with subject matter experts, may modify the prompt questions to avoid familiarity with the questions; provided that the questions are still aligned with the objective or indicator.
- Rubrics for Rating the TRF (Annex O)** is used to rate the teacher applicant's responses in the TRF.
- Inter-Evaluator Agreement Form (Annex P)** is used to indicate the rating/level attained by the teacher applicant in each of the NCOIs.

c. *Protocols in Assessing the Non-Classroom Observable Indicators.* Administrators of the TRF shall ensure that the following protocols in the administration of TRF are judiciously followed:

- The selection of TRF evaluators or sub-committee/s that will be designated to evaluate the applicants' accomplished TRFs shall take into consideration their understanding and knowledge of the PPST NCOIs, the specific tools and protocols of TRF administration and evaluation, and the recruitment and selection process. Furthermore,



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sub-committee/s shall include subject matter experts on the specialization of the position to be filled.

ii. Two (2) to three (3) TRF evaluators shall rate the accomplished TRFs.

iii. TRF evaluator/s must not be related to the applicant within the third degree of consanguinity or affinity.

iv. The TRF shall be accomplished on the spot.

v. Teacher applicants shall be given 45 minutes to one (1) hour to accomplish the complete set of the TRFs.

vi. The HRMPSB shall identify a designated location, preferably a room, for teacher applicants to answer the TRF. A proctor shall be assigned to discuss the instructions and oversee the process.

vii. In the event when a face-to-face administration of the TRF is not feasible, the TRF may be administered online or through other platforms, as deemed necessary. The following protocols shall apply:

1. Applicants shall be scheduled for an online platform meeting (Zoom, Google Meet, etc.)
2. All applicants shall be required to keep their video/camera turned on at all times to allow the proctor to monitor the answering of the TRF.
3. The TRF may be distributed through email. Applicants may submit the accomplished TRF to a designated email address.
4. The TRF may likewise be administered using online forms such as Google Form for easier collection and organization of answers; provided that the security and confidentiality of the applicants' answers are ensured and protected. When using Google Form, the 'Locked Mode' shall be enabled to prevent the applicants from opening tabs or other applications while answering the TRF.
5. The TRF may also be administered using individual Google Word files prepared for each applicant. Links to the individual document shall be managed and sent individually to applicants. Download, print, and copy options shall be disabled to keep document confidentiality.

viii. Each TRF evaluator shall individually assess the teacher applicant's demonstration and/or understanding of the indicator based on the narrative and responses. They shall focus on the content and not on the quantity of narratives or experiences. Long answers do not necessarily merit an Exemplary rating.

ix. TRF evaluators shall use the portion 'Comments from the Evaluator' to write down statement/s that support the given rating.

x. An Inter-Evaluator Agreement Exercise shall be done whereby all evaluators, after rating the TRFs individually, meet to discuss the teacher applicant's rating in each indicator, and arrive at a **collegial final rating**. The final rating is not an average of each evaluators' ratings. It shall be based on objective, reasoned, and consensual judgment.



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d. The points for the PPST NCOIs shall be computed as follows:

$$\text{Points}_{(NCOI)} = \frac{\text{TRF rating}}{20} \times \text{WA}_{(NCOI)}$$

Where:

TRF rating = Applicant's total rating obtained in the demonstration of NCOIs as reflected in the complete set of TRFs

20 = Highest possible score in the TRF

WA = Weight Allocation for NCOI

Illustrative example:

TRF rating = 14

WA = 25

$$\text{Points}_{(NCOI)} = \frac{14}{20} \times 25 = 17.5 \text{ points}$$

8. Other Evaluative Assessments

- a. Behavioural Events Interview (BEI) shall be conducted to gather additional information about the teacher applicants in terms of other aspects such as but not limited to their potential, character, and fitness.
- b. Skills or Work Sample Test (S/WST) may be conducted, as may be necessary, especially for assessing applicants in certain tracks/strands/specializations in the SHS.
- c. Other evaluative assessments as stipulated in Enclosure No. 1 of this Order such as but not limited to Ethics-Oriented and Personality Development Test may be required to gather sufficient information and guidance for the appointing officer/authority in selecting possible appointees.



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Enclosure No. III to Division Memorandum No. , s. 2026

CHECKLIST OF REQUIREMENTS			Annex C
Name of Applicant: _____ Position Applied For: _____ Office of the Position Applied For: _____ Contact Number: _____ Religion: _____ Ethnicity: _____ Person with Disability: Yes () No () Solo Parent: Yes () No ()		Application Code: _____	
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 Officer/sub-submitted)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer	_____	_____	_____
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) 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. 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 deadline of submission, 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	_____	_____	_____
k. Other documents as may be required for comparative assessment, such as but not limited to:	_____	_____	_____
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", electronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and a) 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 as so to be usable for subsequent references.