



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Division Memorandum

No. 49 s. 2025

**UPDATES ON DM NO. 12 S. 2025 OR THE CALL FOR APPLICATIONS OF
 TEACHER-APPLICANTS FOR SY 2025-2026**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 School Heads/OIC of Public Elementary and Secondary Schools

1. Pursuant to the issuance of DepEd Order No. 20 and 21, s. 2024, amending DepEd Order No. 007, s. 2023, and to expedite the filling of Teaching positions, this office hereby designates the following personnel as members of the sub-committee to assist the Human Resource Merit and Promotion Selection Board (HRMPSB):

Name	Position	School/Office
Ferdinand Flores	Administrative Officer II (HRMO I)	OSDS Payroll
Nicole Arce	Administrative Assistant III	OSDS Payroll
Vincent Jude Rosales	Administrative Assistant III	OSDS AO V
Denmark Tabuso	Administrative Assistant III	OSDS Accounting
Karen Gay Cu	Administrative Assistant III	OSDS Personnel
Mark Jason Raboy	Administrative Aide VI	OSDS Personnel
Angelene Itchon	Administrative Aide VI	OSDS Personnel
Nenita Alviar	Administrative Aide VI	OSDS Payroll

2. The designated members shall:
 - a. Conduct initial evaluation to check the completeness, authenticity and veracity of the documents submitted by the applicants.
 - b. Collaborate closely with the Human Resource Merit and Promotion Selection Board (HRMPSB) to facilitate a thorough, timely, and accurate assessment of all applicants for the teaching positions;
 - c. Prepare Initial Evaluation Sheet and notify the applicants result of the initial evaluation through a written notice serve though official communication channels (personnel email) or via text message; and
 - d. Serve as secretariat during the open ranking and prepare the Comparative Assessment Result.



Address: Mena Crisolago St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedviganity.com



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3. Identified personnel are requested to attend the orientation on February 11, 2025, at Ilocos Sur National High School.
4. For information, guidance and strict compliance.

Vilma D. EDA
VILMA D. EDA CESO V
Schools Division Superintendent



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