



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

**DIVISION MEMORANDUM**

No. **4**, s. 2026

**CALL FOR APPLICATIONS OF TEACHER I APPLICANTS FOR SY 2026-2027**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 School Principals/Head Teachers (Public Elementary & Secondary Schools)  
 All Others Concerned

- Pursuant to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), and DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan), which establishes a competency-based Agency Merit Selection Plan to ensure that in all governance level the Department hires and retains the right people for the right job at the right time, by strictly adhering to the principles of merit, fitness, competence, equal opportunity, transparency, and accountability.
- The timeline for the activities is set as follows:

ACTIVITY	DATE	VENUE/ Person Involved
• Deadline for submission of application letters and supporting documents	January 30, 2026	SDO Vigan City -Receiving Unit or thru email ( <a href="mailto:vigan.city@deped.gov.ph">vigan.city@deped.gov.ph</a> )
• Evaluation of pertinent papers of applicants	February 1-15, 2026	HR Personnel and selected AO II
• Schedule of Demonstration Teaching and Teacher Reflection	February 16-27, 2026	<b>Elementary</b> Cluster I – Vigan Central Cluster II – Burgos Memorial School West Cluster III-Nagsangalan ES  <b>Junior High School</b> Group I Vigan National High School East Group II-III ISNHS  <b>Senior High School</b> Ilocos Sur National High School
• Open ranking	March 10-11, 2026	SDO Conference Hall



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• Finalization of RQA	March 12-14, 2026	HR Personnel and Selected AO II
• Submission and Approval of RQA by the SDS	March 17, 2026	HRMPSB
• Posting of RQA in Official FB of SDO	March 25-27, 2026	Division Information Officer

3. Interested teacher-applicants must submit application letter with the following supporting documents:
- Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
  - Duly accomplished PDS (**CS Form No. 212, Revised 2025**) with Work Experience Sheet, if applicable;
  - Photocopy of valid and updated PRC License/ID, if applicable;
  - Photocopy of Certificate of Eligibility/Rating, if applicable;
  - 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;
  - Photocopy of General Weighted Average (GWA);
  - Photocopy of Certificate/s of Training, if applicable;
  - Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
  - Photocopy of latest appointment, if applicable;
  - Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable or CS Performance Rating/PD907 or Board Rating, whichever is applicable;
  - Duly accomplished 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 pursuant to RA No. 10173 (Data Privacy Act of 2012) (under oath) ; and
  - Other documents as may be required by the HRMPSB, including 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;
    - Portfolio for non-classroom observable indicators of the PPST (for teachers); and
    - 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.
  - Proof of residency – Photocopy of Voter’s ID



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- Supporting documents must be arranged according to the said list. If the teacher-applicant opted to apply to two educational levels, he/she is required to submit **two separate folders** (e.g. one each for JHS and SHS).
- Teacher-applicants are also advised to submit an accomplished and notarized Annex C - Checklist of Requirements and Omnibus Sworn Statement of the DO No. 007. s. 2023 (Pls. see attached.)
- Applicants who failed to submit their mandatory requirements on the set deadline shall not be included in the pool of applicants. **STRICTLY NO ADDITIONAL DOCUMENTS SHALL BE ACCEPTED AFTER THE DEADLINE.**
- Below are the regular members of Human Resource Merit Promotion and Selection Board (HRMPSB) who are authorized to facilitate the activities

Designation	Name	Position
CHAIRMAN	Annie D. Pagdilao	Assistant Schools Division Superintendent
MEMBERS	Rodrigo Q. Reyes Jr.	Chief Education Supervisor-SGOD
	Atty. Kim R. Tagorda	Administrative Officer V
	Greatest Yeng C. Molina	Administrative Officer IV
Teaching Position	Crispulo Arquero III	Master Teacher I
Secretariats	Ferdinand Flores	Administrative Officer II
	Mark Jason Raboy	Administrative Officer II
	Neil Onemig Purisima	Administrative Officer II
	Jessica Rigos	Administrative Officer II
	Cristina Emely Ramos	Administrative Officer II
	Genius Asper	Administrative Officer II
	Carlo Jigg Portugal	Administrative Aide VI
	Jayson Domingo	Administrative Aide VI
	Nenita Alviar	Administrative Aide VI
	Vince Jude Rosales	Administrative Assistant III
	Jann Armie Adraitico	Administrative Assistant III
	Vanessa Sinogo	Administrative Assistant III

However, due to the increased number of applicants, the Division HRMPSB recommends the designation of the selected school and division personnel to compose the HRMPSB Sub-Committee/s as attached hereto (Annex B)

The HRMPSB Sub-Committee/s are instructed to facilitate the Demonstration Teaching and Teacher Reflection of the applicants in the venue that will be identified by the assigned Chairperson. While appraisal of documents will be done by the Regular Division HRMPSB simultaneously.



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8. All designated schools where demonstration teaching will be conducted shall submit and upload their class schedules and topics at <https://tinyurl.com/T1Topic> on or before **February 1, 2026**.

9. Immediate dissemination of this Memorandum is desired. All School Heads are advised to make the necessary announcements/information dissemination thru their respective school bulletin and other means of dissemination possible.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent

Encl: As stated  
To be indicated in the Perpetual Index

APPOINTMENT  
POLICY

SCHOOLS  
SELECTION

TEACHERS  
RECRUITMENT

gym/T1Hiring/01052026



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**Annex A. COMPOSITION OF DIVISION HRMP SB SUB-COMMITTEES FOR  
 TEACHING POSITION SCHOOL YEAR 2025-2026**

Level	Designation	Name/Position
<b>Elementary – February 16-18, 2026</b>		
<b>Cluster I-</b> Vigan Central School	Chairman	<b>Clarito Siababa</b> Education Program Supervisor
	Members	<b>Rosario Organo</b> School Principal II <b>Nora Paroligan</b> School Principal IV
	Secretariat	<b>Gemalyn Lampote</b> <b>Grace Formoso</b> Administrative Officer II
<b>Cluster II-</b> Burgos Memorial School West	Chairman	<b>Solito Cortel/Edgar Pescador</b> Education Program Supervisor
	Members	<b>Karen Frando</b> School Principal II <b>Dina Rivad</b> School Principal II
	Secretariat	<b>Krystel Elaine Catura</b> <b>Angelica Taberna</b> <b>Glaoida Reclusado</b> Administrative Officer II
<b>Cluster III-</b> Nagsangalan ES	Chairman	<b>Nelson Robinol</b> Education Program Supervisor
	Members	<b>Richard Agtutubo</b> School Principal III <b>Royston Quidolit</b> Camangaan ES
	Secretariat	<b>Reginal Quario</b> <b>Naira Segui</b> <b>Jessa Mae Andres</b> Administrative Officer II
<b>JUNIOR HIGH SCHOOL – February 19-20 &amp; 23-24, 2026</b>		
<b>Junior High School-Group I</b> Vigan National High School East	Chairman	<b>Peter John Frial</b> Education Program Supervisor
	Members	<b>Glen Tadena/ Grace Castaneda</b> School Principal I/ School Principal II



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<b>(Science and TLE)</b>	Secretariat	<b>Anita Presto</b> School Principal IV <b>Lailani Rabbon</b> <b>Oiner Rafanan</b> <b>Dennis Aguimbag</b> <b>Mary Joy Que</b>
<b>Junior High School- Group II-III Ilocos Sur National High School</b>  <b>(English, Mathematics, MAPEH, Araling Panlipunan and Values and Filipino)</b>	Chairman	<b>Group II- English, MAPEH and Mathematics Supervisors</b> Head Teacher of Learning Area Key Master Teacher Nenita Alviar Vanessa Sinogo Mark Harvey Brillantes  <b>Group III- Values, Araling Panlipunan and Filipino Supervisors</b> Head Teacher of Learning Area Key Master Teacher Jonathan Frando Katrine Ann Arce Hazel Artates
	Members	
	Secretariat	
	Chairman	
	Members	
	Secretariat	
<b>Senior High School- February 25-27, 2026</b>		
<b>Senior High School</b>	Chairman	<b>TVL</b>  <b>Rommel Rabo</b> Education Program Supervisor <b>Amelyn Abella</b> Education Program Supervisor <b>Romano Quitevis</b> Master Teacher II <b>Jeizel Ularte</b> Registrar I <b>Genius Asper</b> Administrative Officer II
	Members	
	Secretariat	
	Chairman	
	Members	<b>STEM/ABM</b> <b>Peter John Frial</b> Education Program Supervisor <b>Salvador Avisa</b> Assistant Principal II



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	Secretariat	<b>Ricky Bosque</b> Master Teacher II <b>Jenny Melandrez</b> Administrative Assistant II <b>Jessica Rigos</b> Administrative Officer II
	Chairman	<b>HUMSS</b> <b>Pelagio Cardenas</b> Education Program Supervisor
	Members	<b>Raymond Florendo</b> Assistant Principal II <b>Maggie Aytona</b> School Principal I
	Secretariat	<b>Melanie Pagatpatan</b> Administrative Assistant II <b>Cristina Emely Ramos</b> Administrative Officer II



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**CHECKLIST OF REQUIREMENTS**

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/ <u>sub-committee</u> )	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Schools Division Superintendent			
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			

Proof of residency			
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Attested:

\_\_\_\_\_  
Sub-committee Chairman

**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)lectronic 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.