



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay  
 RECORD SECTION  
 NO: **959015** TIME: **3:00 PM**  
 BY: \_\_\_\_\_ DATE: **17 JUN 2026**  
**RELEASED**

**Office of the Schools Division  
 Superintendent**

17 June 2026

DIVISION MEMORANDUM  
 No. **338**, s. 2026

**ANNOUNCEMENT OF VACANT POSITIONS IN DEPED ZAMBOANGA SIBUGAY**

To: **Asst. Schools Division Superintendent**  
**Chief of SGOD and CID**  
**Division HRMPSB**  
**All Education Supervisors/District Supervisors**  
**All School Heads**  
**All Administrative Officers**  
**Interested Applicants**  
**All Others Concerned**  
*This Division*

1. This is to announce vacancies in the Division of Zamboanga Sibugay for Higher Teaching, Related Teaching, School Administration, and Non - Teaching positions. This Office strictly adheres to the Equal Employment Opportunity Principle; all qualified and interested applicants, regardless of age, gender, civil status, disability, religion, ethnicity, or political affiliation, are invited to submit the documentary requirements of the positions.

Position Title/Item No.	Vacant Item	Monthly Salary	Minimum Qualification Standards				Place of Assignment
			Education	Experience	Training	Eligibility	
<b>Public School District Supervisor</b> (2 vacant items) PSDS-570030-2003 PSDS-570024-2003	CASTRO, JOSEPH SR ARNADO CAMAINGKIN G, REY D.	P81,796.00 SG - 22	Master's Degree in Education or other relevant Master's Degree	Five years of cumulative experience in instructional supervision and school management	16 hours of relevant training	Republic Act No. 1080 (Teacher)	Curriculum Implementation Division
<b>School Principal III Elementary</b> (3 vacant items) SP3-570011-2023 SP3-570038-2017 SP3-570024-2023	BARRIENTOS, NENITA LAZO, MYRLYN NIEVES, SALES T	P73,303.00 SG - 21	Master's Degree in Education or Educational Management or Educational Leadership Or Master's degree in relevant learning area with at least 15 units in Management	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following : Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA1080, as amended (Teacher)	Division of Elementary Education
<b>School Principal III Secondary</b> (3 vacant items) SP3-570021-2025 SP3-570007-2023	SANSON, VICTORIA SIANO, CARMELITA	P73,303.00 SG - 21	Master's Degree in Education or Educational Management or Educational Leadership	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School	RA1080, as amended (Teacher)	Division of Secondary Education



Pangi, Ipil, Zamboanga Sibugay, 7001  
 0968-520-9123  
 zamboanga.sibugay@deped.gov.ph  
 depedzamboangasibugay.ph  
 DepEd Tayo Zamboanga Sibugay Division

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SP3-570004-2018	DELA CRUZ, JESSIBETH		Or Master's degree in a relevant learning area with at least 15 units in Management		Management and Operations, Instructional Leadership acquired within the last 5 years		
<b>School Principal II Elementary (6 vacant items)</b>		P66,052.00 SG - 20	Master's Degree in Education or Educational Management or Educational Leadership	5 years teaching experience and 2 years experience in school management and operations	40 hours (32 Hours) of training in any of or a cumulative of the following : Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA1080, as amended (Teacher)	Division of Elementary Education
SP2-570013-2011	ASSENIERO, MARISSA						
SP2-570022-2021	BALBOA, FERDINAND						
SP2-570022-2011	PAGUIA, EDWIN B		Or Master's degree in relevant learning area with at least 12 units in Management				
SP2-570022-2022	ONG, ROSALINA H.						
SP2-570039-2012	BASISTO, ALEX B.						
SP2-570054-2011	ESCOBAR, MONER						
<b>School Principal I Elementary (3 vacant items)</b>		P59,153.00 SG - 19	Master's degree in Education or Educational Management, or Educational Leadership	Five (5) years teaching and 1 year relevant experience in any of the following area: Learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA1080, as amended (Teacher)	Division of Elementary Education
SP1-570660-2010	Vacant Item						
SP1-570770-2010	Vacant Item		Or				
SP1-570882-2010	Vacant Item		Master's degree in relevant learning area with at least 9 units in Management				
<b>Master Teacher II (Elementary) (9 vacant items)</b>		P59,153.00 SG19	Master's Degree in Education, Educational Leadership or Educational Management or relevant subject or learning area	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	24 hours training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours training in instructional Supervision acquired within the last 5 years	RA 1080 as amended (Teacher Elementary ( / Secondary))	Alicia District
MTCHR2-570036-2018	BACLASON, EVANGELINE						Buug District
MTCHR2-570031-2003	BERMUDEZ, LORLENIE DELA CRUZ						Buug District
MTCHR2-570028-2003	SONER, CAROLYN MALINAO						Imelda District
MTCHR2-570024-2020	CABALES, EDWINA QUICOY				Or		Ipil District
MTCHR2-570015-2026	LABE, JOEL MAR				Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)		Olutanga District
MTCHR2-570068-2003	TIMTIM, IMELDA CARANDANG						Mabuhay District
MTCHR2-570054-2003	SINGAHAN, LOLITA MAHUSAY						



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MTCHR2-570023-2020	FERNANDO, MICHELLE FERNANDEZ						Mabuhay District
MTCHR2-570020-2026	VACANT ITEM						Tungawan District
<b>Master Teacher II (SECONDARY)</b> 1 vacant item		P59,153.00 SG19	Master's Degree in Education, Educational Leadership or Educational Management or relevant subject or learning area	5 years teaching experience and 1 year relevant experience in instructional supervision and technical assistance to teachers	24 hours training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours training in instructional Supervision acquired within the last 5 years  Or  Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	RA 1080 as amended (Teacher Secondary)	
MTCHR2-570071-2022 (OPEN SUBJECT)	DALUMPINES, REY MANGARON						Camanga NHS
<b>Master Teacher I (ELEMENTARY)</b> 11 vacant items		P53,818.00 (SG - 18)	Master's Degree in Education, Educational Leadership or Educational Management or relevant subject or learning area	5 years teaching experience	24 hours training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours training in instructional Supervision acquired within the last 5 years  Or  Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	RA 1080 as amended (Teacher Elementary ( / Secondary))	
MTCHR1-570141-2017	VACANT ITEM						Alicia District
MTCHR1-570066-2003	PIOQUINTO, MABEL JANE LINGCASAN						Diplahan District
MTCHR1-570093-2003	GADIAN, JENNIFER FAMADICO						Kabasalan District
MTCHR1-570163-2003	ESPIRITU, MARIANITA BABIERA						Ipil District
MTCHR1-570021-2018	GOBRIN, LEONIDA PETEROS						Mabuhay District
MTCHR1-570042-2021	ENOCITA, MERCY TAPE						Mabuhay District
MTCHR1-570100-2003	MAGASO, CORNELIA MAGBANUA						Malangas District
MTCHR1-570114-2003	BAZAN, EMMA B.						Naga District
MTCHR1-570041-2017	BOAC, ELIEZER						Siay District
MTCHR1-570045-2003	RAGO, MARY ANN TUMAMUT						Titay District
MTCHR1-570134-2017	PABUAYA, CHARITY						Talusan District



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<b>Master Teacher I (SECONDARY) (10 vacant items)</b>  MTCHR1-570072-2021 (ARPAN)  MTCHR1-570046-2022 (ENGLISH)  MTCHR1-570089-2018 (ENGLISH)  MTCHR1-570017-2006 (TLE)  MTCHR1-570081-2020 (MATHEMATICS)  MTCHR1-570144-2019 (TLE)  MTCHR1-570037-2024 (SCIENCE)  MTCHR1-570005-2005 (SCIENCE)  MTCHR1-570029-2008 (MATHEMATICS)  MTCHR1-570085-2023 (MATHEMATICS)	GONZALES, CLARISSE PANTAG  LUATON, LODGEMAR SALVA  VILLACERAN, ANACLETO PADILLA  KILAT, ROSA LUMACTOD  BIOCO, MERIAM LOPEZ  MERCADO, WINDELL ARTH JUNTILLA  BORNALES, DERLYN COMILLE  MAGDULA, ROSITA EGUIA  JULCANI, JAIME ALIBASA  JUMANGIT, BENJAMIN VILLAPAZ	P53,818.00 (SG - 18)	Master's Degree in Education, Educational Leadership or Educational Management or relevant subject or learning area	5 years teaching experience	24 hours training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours training in instructional Supervision acquired within the last 5 years  Or  Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	RA 1080 as amended (Teacher Secondary)	Gango NHS  Guintoloan NHS  Tungawan NHS  Olutanga NHS  La Dicha NHS  Diplahan NHS  Ipil NHS  Ipil NHS  Payao NHS  Titay NHS
<b>Medical Officer III (1 vacant item)</b>  MDOF3-570005-2017	Vacant Item	P73,303.00 SG - 21	Doctor of Medicine (preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field)	At least 1 year of relevant experience in the practice of Medicine	4 hours of relevant training	RA 1080 (Physician's Licensure Exam)	SGOD - Health and Nutrition Section
<b>Dentist II (1 vacant item)</b>  DENT2-570089-2003	Vacant Item	P49,562.00 SG - 17	Doctor of Dental Medicine	At least 1 year of relevant experience	4 hours of relevant training	RA 1080 (Dentist)	SGOD - Health and Nutrition Section
<b>Senior Education Program Specialist - HRD (1 vacant item)</b>  SREPS-570054-2014	GARCIA, ALMA FRAULEIN M.	P59,153.00 SG - 19	Bachelor's degree in Education <b>OR</b> its equivalent <b>AND</b> completion of	2 years of experience in education, research, development, implementation	8 hours of relevant training	RA 1080; Career Service (Professional) Appropriate Eligibility for	SGOD



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			academic requirements for a master's degree relevant to the job	n, or other relevant experience		Second Level Position	
<b>Administrative Officer II (133 vacant items)</b>  <b>106 ELEMENTARY ITEMS</b>  ADOF2-570296-570395-2026 ADOF2-570156-2020 ADOF2-570099-2022 ADOF2-570313-2025 ADOF2-570077-2022 ADOF2-570149-2022 ADOF2-570140-2020  <b>26 SECONDARY ITEMS</b>  ADOF2-570397-570423-2026  <b>1 SHS ITEM</b>  ADOF2-570396-2026	NEWLY CREATED ITEMS AND NATURAL VACANCY	P31,705.00 SG 11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Elementary Education   Division of Secondary Education   Division of Senior High School
<b>Project Development Officer I (56 vacant items)</b>  <b>1 SHS ITEM</b>  PDO1-570234-2026  <b>23 ELEMENTARY ITEMS</b>  PDO1-570211-570233-2026  <b>32 SECONDARY ITEMS</b>  PDO1-570235-570266-2026	Newly Created Items	P31,705.00 SG 11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Division of Senior High School   Division of Elementary Education   Division of Secondary Education
<b>Administrative Assistant III (Senior Bookkeeper) (2 vacant item)</b>  SRBK-570031-2011 ADAS3-570014-2014	MIPARANUM, MARIA FE  IBBA, JANIELEE ANN MACA	P24,329.00 SG - 9	Completion of 2 years of studies in college	1 year of relevant experience	4 hours of relevant training	CS (Subprofessional) First-level eligibility	Payao NHS   SDO Accounting
<b>Administrative Assistant II (Disbursing Officer) (1 vacant item)</b>  ADAS2-570032-2017	DOMUGHO, WINDELYN	P22,423.00 SG - 8	Completion of 2 years of studies in college	1 year of relevant experience	4 hours of relevant training	CS (Subprofessional) First-level eligibility	Malangas District
<b>Administrative Aide VI (1 vacant item)</b>  ADA6-570056-2014	RAYAT, SHARMAINE	P19,716.00 SG - 6	Completion of 2 years of studies in college	None Required	None Required	CS (Subprofessional) First-level eligibility	OSDS



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2. The Performance Requirements of the position presented are as follows:

Position Applied For	Classroom Observable Indicators	Non-Classroom Observable Indicators
Teacher II	At least 6 Proficient COIs at Very Satisfactory	At least 4 Proficient NCOIs at Very Satisfactory
Teacher III	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
Teacher IV	21 Proficient COIs at Very Satisfactory	16 Proficient NCOIs at Very Satisfactory
Teacher V	At least 6 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Outstanding
Teacher VI	At least 12 Proficient COIs at Outstanding	At least 4 Proficient NCOIs at Very Satisfactory and 4 Proficient NCOIs at Outstanding
Teacher VII	At least 18 Proficient COIs at Outstanding	At least 6 Proficient NCOIs at Very Satisfactory and 6 Proficient NCOIs at Outstanding
Master Teacher I	21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory, and 8 Proficient NCOIs at Outstanding
Master Teacher II	At least 10 Highly Proficient COIs at Outstanding	At least 5 Highly Proficient NCOIs at Very Satisfactory and 5 Highly Proficient NCOIs at Outstanding
Master Teacher III	21 Highly Proficient COIs at Outstanding	8 Highly Proficient NCOIs at Very Satisfactory and 8 Highly Proficient NCOIs at Outstanding
Master Teacher IV	At least 10 Distinguished COIs at Outstanding	At least 5 Distinguished NCOIs at Very Satisfactory and 5 Distinguished NCOIs at Outstanding
Master Teacher V	21 Distinguished COIs at Outstanding	8 Distinguished NCOIs at Very Satisfactory and 8 Distinguished NCOIs at Outstanding

3. Under the three - year transitory measures of Section 28 of DepEd Order No. 34 s. 2025, teachers who do not fully meet the performance requirements for the position applied for promotion may still be considered for promotion, whether through natural vacancy or reclassification, a **MAXIMUM OF THREE PPST OBJECTIVES** shall be authorized for inclusion and to be reflected in the Teacher's Commitment Form to be treated on the IPCRF for the current school year. This means that consideration may only be granted to teachers whose performance ratings are one level below the required PPST indicator performance level.

This means that:

- i. If the required PPST Indicator rating is **Outstanding**, a **Very Satisfactory (VS)** may still be accepted.
- ii. If the required PPST Indicator rating is **Very Satisfactory (VS)**, a rating of **Satisfactory** may still be accepted.

4. All applicants shall register at the Division online system which is [bit.ly/ZSeHiring](http://bit.ly/ZSeHiring) where they must encode their personal details and select the School



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and District they want to be applied. Once submitted, a **Unique Applicant Number** will be issued. In the submission of application requirements, this Number must be indicated.

5. To streamline the hiring process, all interested applicants are advised to submit the following documentary requirements with **TABBING** to the **Designated Administrative Officer in the School/District** and arranged as follows:

- a. 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).
- b. Letter of Intent addressed to the Schools Division Superintendent;  
*(Intent shall highlight the following information position which he or she intends to apply and preferred school)*

**VIRGILIO P. BATAN, JR., CESO V**  
 Schools Division Superintendent  
 DepEd – Division of Zamboanga Sibugay

- c. Duly Accomplished and notarized Personal Data Sheet (CSC Form No. 212, revised 2025) and Work Experience Sheet – 1 copy
- d. Photocopy of valid and updated PRC License/ID – 1 copy
- e. Photocopy of Certificate of Eligibility/Report of Rating; if applicable
- f. 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
- g. Photocopy of Certificates/s of Training;
- h. Photocopy of Certificate of Employment or duly signed Updated Service Record, whichever is/are applicable– 1 copy
- i. Photocopy of latest appointment (for those applying for promotion) – 1 copy
- j. Photocopy of the Individual Performance Rating Form (IPCR) with at least **Very Satisfactory** rating.  
*(Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)*
  - i. For **TEACHING POSITIONS**: Performance Rating in the last rating period(s) covering THREE (3) Years, Performance Rating prior to the assessment
  - ii. For **SCHOOL ADMINISTRATION, RELATED TEACHING and NON-TEACHING POSITIONS**: Performance Rating in the last rating period covering ONE (1) YEAR PERFORMANCE prior to the assessment



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k. Other documents as may be required for comparative assessment  
(*Note: For Related Teaching, School Administration, and Non-Teaching Positions*):

i. **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; if applicable.  
Outstanding Accomplishment

**a. Awards and Recognition MOVs:**

Outstanding Employee Awards:

- Any issuance or Memorandum or document showing the Criteria for the Search; and
- Certificate of Recognition/Merit

Awards as Trainer/Coach:

- Any issuance or memorandum designating the applicant as trainer/coach; and
- Certificate of Recognition/Appreciation as Trainer/Coach of Winning Contestant/Event/Activity

**b. Research and Innovation MOVs:**

- Proposal duly approved by the Head of Office or the designated Research Committee per DO No. 16 s. 2017
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- Proof of citation by other researchers (whole study/research, whether published or unpublished, is likewise approved by the authorized body) of the concept/s developed in the research.

**c. Subject Matter Expert/Membership in National TWGs or Committees MOVs:**

- Issuance/Memorandum showing the membership in NTWG or Committees;
- Certificate of Participation or Attendance; and
- Output/Adoption by the Organization/DepEd

**d. Resource Speakership / Learning Facilitation MOVs;**

- Issuance/Memorandum/Invitation/Training Matrix
- Certificate of Recognition/Merit/Commendation/Appreciation
- Slide Deck/s used and/or Session guide/s

**e. NEAP Accredited Learning Facilitators MOVs;**



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- Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

**Application of Education**

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of the Utilization/Adoption signed by the Head of Office.

**Application of Learning and Development (L&D)**

- Certificate of Training on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL) / Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- Accomplishment Report together with the General Certification that the L&D intervention was used/adopted by the Office at the local level;
- Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level

6. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

7. Deadline of submission to the District Office shall be on or before **June 30, 2026 (Tuesday) @ 5:00 in the afternoon. No application/additional documents shall no longer be accepted after the set deadline.** Applicants who failed to submit complete mandatory requirements (Items 5a to 5j) on the set deadline indicated in this Memorandum shall not be included in the pool of official applicants.

8. Designated Administrative Officers shall make **initial evaluation** of the documents based on the qualification standards and documentary requirements and shall encode to the DZIIS – Applicant Module and forward all application documents and the **Initial Evaluation Results (IER)** to the Office of the Personnel Section through the Records Section on **July 10, 2026 (Friday) @ 5:00 in the afternoon.**



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9. Qualified applicants shall be assessed based on the criteria set forth in **DepEd Order No. 7 s. 2023, DepEd Order No. 20 s. 2024, DepEd Order No. 21 s. 2024, DepEd Order No. 19 s. 2025 and DepEd Order No. 24 s. 2025** shall be the basis in the evaluation of documents and computation of points for the presented vacant positions. The point system for evaluative assessment are as follows:

Higher Teaching Positions	Criteria	Points (SG 11-15)
Master Teacher II (SG 19)	Education	10
	Training	10
	Experience	10
	Performance	30
Master Teacher I (SG 18)	PPST COIs (Classroom Observation)	25
	PPST NCOIs (Portfolio Annotations and BEI)	15
	<b>TOTAL</b>	<b>100</b>

School Administration	Criteria	Points
School Principal III (SG 21) School Principal II (SG20) School Principal I (SG19)	Education	10
	Training	10
	Experience	10
	Performance	25
	Outstanding Accomplishments	10
	Application of Education	10
	Application of L&D	10
	Potential (Written Test, BEI, Sample Test)	15
	<b>TOTAL</b>	<b>100</b>


Related Teaching	Criteria	Points
Public School District Supervisor (SG 22) Senior Education Program Specialist (SG 19)	Education	10
	Training	10
	Experience	10
	Performance	20
	Outstanding Accomplishments	5
	Application of Education	15
	Application of L&D	10
	Potential (Written Test, BEI, Sample Test)	20
	<b>TOTAL</b>	<b>100</b>

Non-Teaching Position	Criteria	SG 10-22	SG 1-9
Medical Officer III Dentist II Administrative Officer II (SG 11) Project Development Officer I (SG 11) Administrative Assistant III (SG 9) Administrative Assistant II (SG 8) Administrative Aide VI (SG 6)	Education	5	5
	Training	10	5
	Experience	15	20
	Performance	20	20
	Outstanding Accomplishments	10	10
	Application of Education	10	10
	Application of L&D	10	10
	Potential (Written Test, BEI, Sample Test)	20	20
	<b>TOTAL</b>	<b>100</b>	<b>100</b>



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10. Below is the schedule of activities relative to the selection and recruitment process.

Timeline	Activity	Person In-Charge
<b>June 16 – 30, 2026</b>	Deadline for the initial registration <a href="https://bit.ly/ZSeHiring">bit.ly/ZSeHiring</a> and submission of the application to the Head of the school applied for. The School/District Administrative Officers/School Heads shall issue certification to each applicant in regard to the completeness, veracity, accuracy, and authenticity of the documents.	 Applicant School Administrative Officers Division Sub- Committees
<b>July 1, 2026</b>	Virtual Orientation of the Applicants	Division HRMPSB
<b>July 2 – 10, 2026</b>	Initial Evaluation to Determine Qualified and Disqualified Applicants	District/School Administrative Officers/ Administrative Assistant II/III Division Sub – Committees
<b>July 10, 2026</b>	Submission of Initial Evaluation Results (IER)	Division Sub – Committees
<b>July 13 – 17, 2026</b>	Division Review of the Submitted Initial Evaluation Results (IER) from the Division Sub – Committees	Division HRMPSB
<b>July 20 – 22, 2026</b>	Posting and Notification of IER and Schedule of Written, Skills, and BEI	Division HRMPSB
<b>July 23 – 31, 2026</b>	Comparative Assessment through Evaluation of Education, Experience, LET/PBET Rating, Specialized Training, Classroom Observation (COI), and Non- Classroom Observation (NCOI)  Conduct of Written, Skills, and BEI Examination  <b>Schedule: Subject to change depending on                      the number of applicants</b>	Division HRMPSB
<b>August 1 -7, 2026</b>	Consolidation and Finalization of Comparative Assessment Results (CAR – RQA)	Division HRMPSB
<b>August 2026</b>	Posting of CAR-RQA	Division HRMPSB

11. The Division Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following:

Chairman: **MA. COLLEEN L. EMORICHA**, *Edd, CESO VI, ASDS*  
**DR. OLIVER B. TALAOC**, *Chief, SGOD*  
 Alternate: ROSMINDO L. ANCHETA Jr., *EPS -SGOD*  
**RODOLF JOHN T. RODRIGUEZ**, *Chief, CID*



Pangi, Ipil, Zamboanga Sibugay, 7001  
 0968-520-9123  
 zamboanga.sibugay@deped.gov.ph  
 depedzamboangasibugay.ph  
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Alternate: ROSEMARIE E. DIOCARES, *EPS - LRMDs*

**ELLEN MAE F. VILLASIS**, *EPS-HRD, Alternate Member*

**GRACE R. JUGNO**, *Administrative Officer V (Admin)*

Alternate: MA. LIVIE A. LAQUE, *Administrative Officer IV (Records)*

**RENZ ROY A. RAMOS**, *Administrative Officer IV (HRMO)*

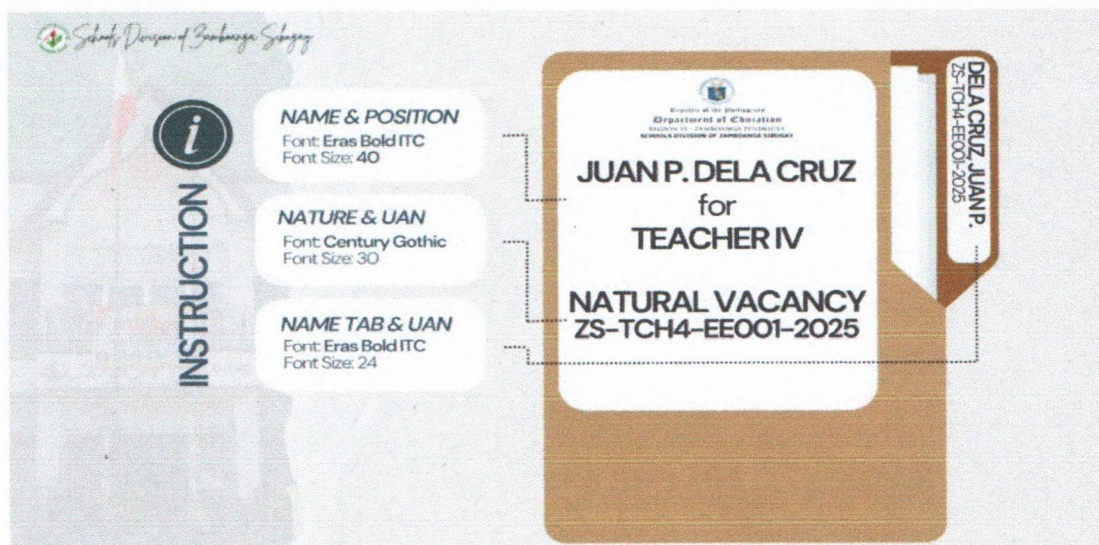
Alternate: ROMMEL L. GUSTILO, *AO II - Personnel*

Secretariat: PERSONNEL SECTION

12. All interested applicants shall submit their pertinent documents in a **color – coded folder** with proper tabbing according to the sequence of the mandatory requirements enumerated above.

- Orange Folder for Public School District Supervisor
- Yellow Folder for School Principal I-III
- Violet Folder for Master Teacher II
- Blue Folder for Master Teacher I
- Pink Folder for Senior Education Program Specialist, Medical Officer, and Dentist II
- Green Folder for Administrative Officer II
- Red Folder for Project Development Officer I
- Brown Folder for Administrative Assistant II and III
- White Folder for Administrative Aide VI

13. Applicants should follow the format of the folder to better facilitate the process of evaluating and assessing documents as follows:



14. Applicants in the previous ranking are required to register through the online portal and submit a **Letter of Intent for the retention of their points, along with a copy of their Individual Evaluation Sheet (IES) and Duly Accomplished Personal Data Sheet revised 2025. Failure to submit the said requirements and Unique Applicant Number (UAN) will result in non-inclusion in the Comparative Assessment Result (CAR).**

15. Applicants who meet the minimum Qualification Standards (QS) of the position shall be included in the pool of applicants and shall receive a notification via email or SMS/text message for schedules of the written or on-the-job exam/skills test,



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assessment, classroom observation, and open ranking with the Human Resource Merit Promotion and Selection Board (HRMPSB).

16. Expenses incurred during the conduct of said activity to defray meals and transportation of Division HRMPSB/Sub- Committees shall be charged against school MOOE or any available local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.

17. Immediate and widest dissemination of this memorandum is highly enjoined.

**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

**DR. MA. COLLEEN L. EMORICHA, CESO VI**  
Assistant Schools Division Superintendent  
In-charge of Office

Encl: As stated

References: DepEd Order No. 19 s. 2022  
DepEd Order No. 7 s. 2023  
DepEd Order No. 21, 2024  
DepEd Order No. 20 s. 2024  
DepEd Order No. 19 s. 2025  
DepEd Order No. 34 s. 2025

To be indicated in the Perpetual Index under the following subjects:  
EVALUATION                      NATURAL VACANCY  
RECRUITMENT                    HIRING

ZS-DM-OSDS-PER-2026-06-039-0  
RRAR-20260617



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

# YOUR GUIDE TO DEPED SIBUGAY APPLICANT PORTAL

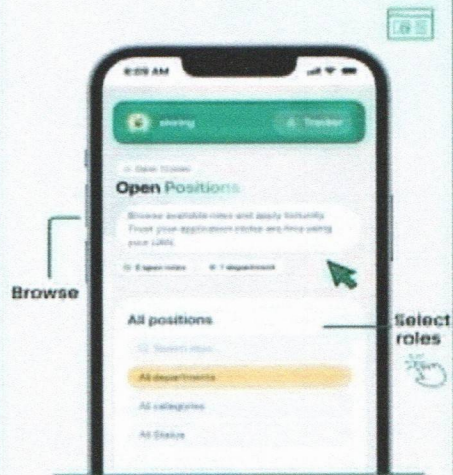
**1**

Head to [bit.ly/ZSeHiring](https://bit.ly/ZSeHiring) or scan the QR code.



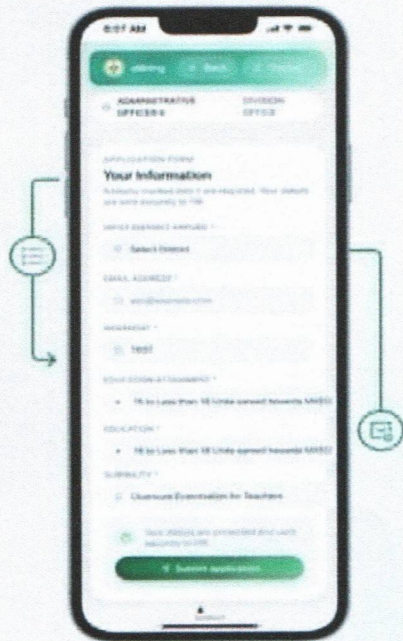
**2**

Browse different available position then click Apply Now



**3**

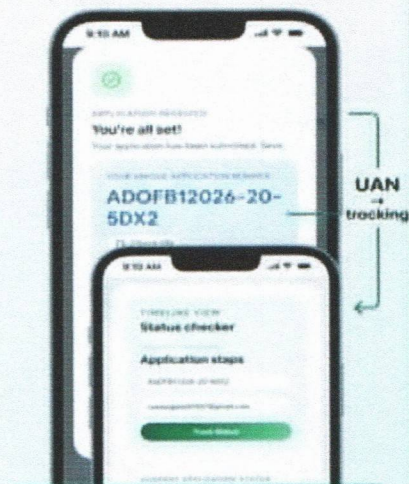
Fill up necessary data for application then click Submit Application



[<>] SUBMIT APPLICATION BUTTON

**4**

Take note of your UAN for later use like Tracking of your status



[<>] STATUS CHECKER

For more information:  
 CHAT US ON WEBSITE

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office: \_\_\_\_\_

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			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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 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			
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