



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

26 August 2026

DIVISION MEMORANDUM
No. 565 s. 2026

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO
PROJECT DEVELOPMENT OFFICER I VACANT POSITIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants to **Project Development Officer I** vacant positions. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022** or the **DepEd Merit Selection Plan** and **DepEd Order No. 007, s. 2023** or the **Guidelines on Recruitment, Selection, and Appointment in the Department of Education** in the recruitment and selection process.

Position Title	Salary Grade	Monthly Salary	No. of Positions	Place of Assignment (Plantilla)
Project Development Officer I	SG 11	P 31,705.00	2	Elementary School
Project Development Officer I	SG 11	P 31,705.00	1	School Governance and Operations Division

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourages all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

3. In line with this, all interested applicants are requested to submit all the needed documents indicated in **DepEd Order No. 007, s. 2023 (see attached Annex A)** properly labelled with ear tags per criterion at the Personnel Services Unit through the Records Section of this division or via e-mail at tayabas.city@deped.gov.ph on or before **September 7, 2026 until 5:00 o'clock in the afternoon**. However, if the last day falls on a declared holiday or a day with suspended work in this office, the deadline for submission will be moved to the next working day. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.

4. Applicants for the same position who underwent the Comparative Assessment conducted on **August 12, 2026** shall be given the option to **carry over all their previous scores** or **update their credentials** without having to undergo the entire hiring process again. The applicants shall submit all the documentary requirements within the deadline based on these categories:

a. Applicants from last Comparative Assessment conducted on August 12, 2026 who will carry over ALL SCORES

- Letter of Intent addressed to the Schools Division Superintendent, signifying the applicant's intent to retain all previous scores and indicating their preferred place of assignment.

Note: Please send your Letter of Intent to tayabas.city@deped.gov.ph. There is no need to submit a physical or hard copy to the office. Likewise, attendance at the Comparative Assessment is not required.

b. Applicants from last Comparative Assessment conducted on August 12, 2026, who intend to retain their previous scores while updating one or more of their previously submitted documentary requirements.

- Letter of Intent addressed to the Schools Division Superintendent, signifying the applicant's intent to retain specific scores and indicating their preferred place of assignment.
- Original or certified true copy of the document(s) you wish to update.

Note: You are only required to report to the Division Office on the day of your document submission for updating and to present the original copies for verification. However, you are not required to attend the Comparative Assessment, as your previous scores will be retained and considered.

5. In the interest of fairness to all applicants and in strict adherence to the prescribed process, **the submission of documents and/or additional credentials after the deadline will not be accepted**, unless this Office specifically requests such submissions for verification purposes or officially announces an extension of the recruitment process. Likewise, **applicants who fail to submit the complete mandatory requirements by the specified deadline shall not be included in the pool of official applicants.**

6. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication

7. Below is the timeline for the recruitment and selection process of the said position:

ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	September 7, 2026	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	September 8-9, 2026	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	September 10, 2026	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	September 10, 2026	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [<i>Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/ WST)</i>]	September 22, 2026	4 th Floor SDO Tayabas Main Building
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	September 23, 2026	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	September 23, 2026	Office of the Schools Division Superintendent
Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-
Posting of Comparative Assessment Results	September 24, 2026	DepEd Tayabas Bulletin Board, Website and Facebook Page

Note: The Scheduled Timeline of Activities is subject to change based on the number of applications received

8. Wide and immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl: As stated

References: DepEd Order No. 019, s. 2022

DepEd Order No. 007, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

RSP

PROJECT DEVELOPMENT OFFICER I

DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to project
development officer i vacant positions
PERQTQ4T-002967/August 26, 2026

Annex A

**CHECKLIST OF REQUIREMENTS
(As per DepEd Order No. 007, s. 2023)**

Mandatory requirements

1. Two (2) original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement, sworn before any public officer authorized to administer oaths (e.g., Barangay Captain). Notarization will no longer be required to relieve applicants of unnecessary costs;

Note: The form can be downloaded at <https://tinyurl.com/OmnibusandChecklist>

2. Letter of intent addressed to the Schools Division Superintendent;

CELEDONIO B. BALDERAS JR.

Schools Division Superintendent

3. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (**CS Form No. 212, Revised 2026**) with attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;

4. Photocopy of the updated PRC ID License for RA 1080-relevant eligibility; or CSC Certificate of Eligibility or screen capture of the CSC eligibility using the Civil Service Eligibility Verification System (for CSC eligibility);

5. Photocopy of the Certified True Copy of Transcript of Records for Bachelor's Degree and Diploma;

6. Photocopy of Certified True Copy of Transcript of Records **or** Certification of Units Earned issued by the School Registrar of the following, if applicable;

6.1. Masteral Degree (if any);

6.2. Doctoral Degree (if any);

7. Photocopy of Certificate(s) of relevant training attended within the last five years, acquired after the last date of promotion, if applicable;

7.1. Additional Means of Verification (MOVs) for trainings attended

8. Updated Service Record;

9. Certificate of Employment with brief description of duties and responsibilities

(Note: This is required only for applicants from private institutions and those engaged under a Job Order (JO) or Contract of Service (COS) arrangement);

Other documents as required in DepEd Order 007, s. 2023 (acquired after the date of last appointment)

10. Performance rating covering one (1) year complete performance rating period acquired in the current or previous job or position relevant to the position prior to the date of submission (if applicable);

Note: Performance ratings must be derived from the authorized performance evaluation tool; a certificate of rating alone will not be accepted. In the absence of the applicable performance evaluation tool, no proxy measures shall be considered.

Note: For positions with experience requirement:

a. For internal applicants:

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to

the position to be filled. **However**, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in **the last rating period** prior to the date of assessment or screening.

b. For external applicants:

For external applicants, the certificate of rating must be supported with the performance evaluation tool. He/She shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

Note: For positions with NO experience requirement:

a. Applicants to positions that do not require previous experience must submit any of the following:

- Certified true copy of Board exam rating;
- Certified true copy of CS exam rating;
- General Weighted Average (GWA) in the highest grade level attained transmuted to a percentage scale (for General Services positions; for positions with no eligibility requirement)

b. An applicant with prior experience who applies to a position that do not require experience, his performance rating shall be the basis for giving points.

11. Outstanding Accomplishment acquired or earned after the last promotion (if any);

11.1. Awards and recognition *(All listed MOVs shall be submitted to earn points)*

11.1.1. Citation or Commendation (This shall apply only to General Services Positions)

11.1.1.1. Letter of Citation or Commendation from previous employer

11.1.2. Awards as Trainer/Coach (This shall apply only to School Administration Positions)

11.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.

11.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity

11.1.3 Outstanding Employee Award

11.1.3.1 Any issuance, memorandum or document showing the Criteria for the Search

11.3.1.2 Certificate of Recognition/ Merit

11.1.4 Academic or Inter-School Awards (This shall apply only to applicants with no or less than 1 year work experience)

11.1.4.1 Academic or inter-school award or;

11.1.4.2 Ten Outstanding Students of the Philippines (TOSP) Award or;

11.1.4.3 Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

11.2. Research and Innovation

11.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017

- 11.2.2. Accomplishment report verified by the Head of Office
- 11.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- 11.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- 11.2.5. Proof of citation by other researchers (whose study/research whether published or unpublished, is likewise approved by authorized body of the concept/s developed in the research)
- 11.3. **Subject Matter Expert / Membership in National TWG or Committees** (relevant to the position being applied for)
 - 11.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;
 - 11.3.2. Certificate of Participation or Attendance; and
 - 11.3.3. Output/Adoption by the Organization/ DepEd
- 11.4. **Resource Speakership/Learning Facilitation** (*All listed MOVs shall be submitted to earn points*)
 - 11.4.1. Issuance/Memorandum/Invitation/Training Matrix;
 - 11.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;
 - 11.4.3. Slide deck/s used and/or Session guide/s
- 11.5. **NEAP Accredited Learning Facilitator**
 - 11.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 - 11.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

12. Application of Education (contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.

Note: For positions with experience requirement:

Relevant Intervention:

- 12.1. Action Plan approved by the Head of Office
- 12.2. Accomplishment Report verified by the Head of Office
- 12.3. Certification of the utilization/adoption signed by the Head of Office

Note: For positions with NO experience requirement:

Applicants to positions that do not require previous work experience and who have no work experience must submit the GWA in the highest academic/grade level earned as evidenced by Transcript of Records/ Certificate of GWA/ Diploma/ Special Order from the Commission on Higher Education (CHED) or other certifications.

13. Applications of Learning and Development (L&D)

- 13.1. Certificate of Training or Certification 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 to the core tasks of the incumbent or previous position shall be required;
- 13.2. 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;

- 13.3. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;
- 13.4. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.
14. Latest approved appointment (if any).

Note: During the deliberation process, the **applicants shall bring their original copies of documents for validation**. Failure to show the original documents shall nullify the points of the criterion where it represents.

Applicants who **fail to attend** the scheduled Comparative Assessment shall not be included in the Comparative Assessment Result (CAR).

Annex B

Elementary School

KEY RESULTS AREA (KRA)	DUTIES & RESPONSIBILITIES
Program Management and Implementation	- Facilitate the overall preparation and conduct of programs, projects, and activities under the direct supervision of the School Head: - Prepare and submit a plan to execute the programs, projects, and activities at the School Level anchored on DepEd policies and guidelines. - Consolidate the programs, projects, and activities to be conducted on a School-based Calendar - Coordinate with concerned School Personnel for the required support, resources, and documentary requirements - Facilitate and monitor the conduct of program, projects, and activities in the School and regularly report to the School Head about the status of implementation - Collect, consolidate, and provide a basic analysis of data related to the implementation of the programs, projects, and activities - Prepare and submit relevant reports - Provide support to the School Planning Team (SPT) in the preparation and implementation of School plans.
Program Coordination and Partnerships	- Coordinate with concerned personnel from the Schools Division Office for the implementation of programs, projects, and activities - Assist in mobilizing the support of the School community and other stakeholders in implementing the programs - Prepare communications and correspondence to the concerned School stakeholders
Advocacy	Disseminate advocacy resource materials to increase the awareness and understanding of the School community on the programs
Secondary Duties	As may be assigned by the Supervisor

School Governance and Operations Division

KEY RESULTS AREA (KRA)	DUTIES & RESPONSIBILITIES
Youth Formation Program Management and Implementation	1. Implements the mandated programs, projects, and activities on youth formation from the Central/Regional Office, including but not limited to the Supreme Student Government (SSG), Supreme Pupil Government (SPG), and Career Guidance Program. 2. Prepares Division Memoranda for the cascading of mandated programs, projects, and activities on youth formation from the Regional/Central Office. 3. Facilitates the conduct of youth formation activities at the division level, anchored on the DepEd Youth Formation Framework and DepEd Core Values. 4. Oversees the election of the SPG, SSG, clubs, and other youth organizations in schools. 5. Organizes and facilitates the conduct of the division-federated SPG and SSG elections. 6. Oversees advocacy activities conducted by schools on youth formation programs. 7. Develops a division database of newly elected SPG, SSG, and school clubs/organizations officers, as well as newly appointed Teacher-Advisers, and submits it to the Regional and Central Office. 8. Prepares and submits narrative reports on the implementation of division-wide youth formation programs to the Regional and Central Office, as may be deemed necessary. 9. Recommends and initiates other youth formation programs, projects, and activities applicable to the division.
Technical Assistance	1. Acts as a member of the Division Field Technical Assistance Team (DFTAT) to schools in implementing their school-based youth formation program management scheme. 2. Prepares and submits reports to the Senior Education Program Specialist for policy recommendations on division youth formation programs. 3. Provides technical assistance to schools on youth formation program-related programs, projects, and activities. 4. Provides technical assistance to the Regional Office on the conduct of the regional-federated SSG and SPG elections. 5. Provides technical assistance to the Central Office as may be deemed necessary.
Capacity Building	1. Develops a localized needs assessment tool for conceptualizing youth formation training programs at the division level.

	2. Prepares Division Memoranda and facilitates the conduct of training needs assessments in schools. 3. Conducts capacity-building activities for advisers, school youth formation coordinators, and students on skills development, leadership, and relevant youth formation programs. 4. Organizes capacity-building programs for Guidance Coordinators and School Guidance Counselors on the conduct of the Career Guidance Program, with assistance from the Curriculum and Instruction Division (CID). 5. Crafts training frameworks and designs for capacity-building activities. 6. Initiates division-level recognition and awards programs for outstanding SSG/SPG, school organizations, officers, and advisers.
Monitoring and Evaluation	1. Provides monitoring and evaluation functions for the implementation of youth formation programs to ensure compliance with quality standards. 2. Monitors the proper implementation of youth formation programs, including but not limited to the school implementation of the SSG/SPG General Plan of Action (GPOA) and Career Guidance Modules. 3. Administers monitoring and evaluation tools for the implementation of programs and projects. 4. Tabulates and consolidates the results of the monitoring and evaluation tools. 5. Recommends action research agendas based on monitoring and evaluation results for the improvement and development of youth formation programs. 6. Provides feedback to the Senior Education Program Specialist on youth formation program implementation as a reference for possible policy recommendations to the Schools Division Superintendent (SDS).
Finance and Administrative Management	1. Provides inputs in the preparation of Work and Financial Plans incorporating youth formation programs, projects, and activities for the review of the Senior Education Program Specialist and School Governance and Operations Division Chief to ensure that financial resources are properly planned and allocated.
Partnerships and Linkages	1. Drafts proposals to potential partners and advocates of youth formation to support initiatives and the roll-out of programs. 2. Establishes partnerships and linkages in support of youth formation programs, projects, and activities at the division level.
Secondary Duties	1. As may be assigned by the superior.