



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF SAGAY CITY

JUL 24, 2025

DIVISION MEMORANDUM

No. 438, s. 2025

INITIAL EVALUATION RESULTS ON THE RECRUITMENT AND SELECTION OF APPLICANTS FOR THE  
VACANT HEAD TEACHER I POSITIONS IN ELEMENTARY AND SECONDARY AND REVISED  
SCHEDULE OF BEHAVIORAL EVENTS INTERVIEW, WORK SAMPLES TEST,  
AND WRITTEN EXAM

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Public Schools District Supervisors  
Public and Private Elementary & Secondary School Heads  
All Others Concerned

1. Relative to the following Division Memoranda, DepEd Guidelines, and Civil Service Issuances, attached are the Initial Evaluation Results (IER) of the applicants' qualifications vis-à-vis the Civil Service Commission (CSC) approved qualifications standards conducted by the Human Resource Management Officer of this Division:
- a. **Division Memorandum No. 398 s. 2025:** Recruitment and Selection of Applicants for the Vacant Head Teacher I Positions in Elementary and Junior High School
  - b. **DepEd Order No. 39, s. 2007:** Modified Qualification Standards for the Positions of Head Teachers and Principals
  - c. **DepEd Order No. 07, s. 2023:** Guidelines on Recruitment, Selection, and Appointment in the Department of Education
  - d. **DepEd Order No. 21, s. 2024:** Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)
2. The Division Human Resource Merit Promotion and Selection Board (HRMPSB) will commence the conduct of Evaluative Assessments based on the principles of merit and fitness, and criteria stated in DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" and DepEd Order No. 21, s. 2024 "Amendments to DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)".
3. Schools shall post copies of the Initial Evaluation Report (IER) in their respective areas of jurisdiction. The IERs are also made available in conspicuous places within the division office, SDO Sagay website (<https://www.depedsagay.com>), and official social media page.
4. Furthermore, the behavioral events interview (BEI), work samples and written exam, and open ranking for **all qualified applicants** of the abovementioned positions will be held at the **Division Office Conference Room** according to the schedule provided below:

Vacant Position	Place of Assignment	Application Codes			Schedule
Head Teacher I (Junior High School)	Himoga-an Baybay IS – Junior High School and Senior High School	HTI-2025028	HTI-2025029	HTI-2025030	July 30, 2025 2:00 pm
Head Teacher I (Elementary)	Any Elementary School within SDO Sagay	HTI-2025031	HTI-2025032	HTI-2025033	
		HTI-2025034	HTI-2025035	HTI-2025036	
		HTI-2025037			

5. It is understood that in the conduct of the recruitment and selection process there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
6. Immediate, wide dissemination, and compliance of this Memorandum are desired.

**DANNIE CLARK M. UGUIL, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Enclosure : Initial Evaluation Results (IER)  
Reference : as stated  
Allotment : N/A  
No. of Pages : 3  
To be indicated in the **Perpetual Index** under the following subjects:

HIRING RECRUITMENT SELECTION

FN: HRPERSONNEL/RSP/IERMEMO



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Republic of the Philippines  
Department of Education  
Negros Island Region  
**DIVISION OF SAGAY CITY**  
**INITIAL EVALUATION RESULT**

Qualification Standards of the Position

Position:

Place of Assignment:

Salary Grade:

Education:

Training:

Experience:

Eligibility:

Head Teacher I (Elementary)

Any Elementary Schools within SDO Sagay

14

Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units

24 hours of revelant trainings

TIC for 1 year, or Teacher for 3 years

RA 1080 (Teacher)


Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the school administration position)			Experience (relevant to the school administration position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years			
HTI-2025031	Doctor of Philosophy in Educational Leadership and Management (57 units)  Master of Arts in Education with specialization Educational Management  BEED	Completed more than 24 hours of trainings which include:			Teacher III	July 1, 2011 - July 18, 2025 (present)	14 years and 17 days	RA 1080 (Teacher)	4.494	Qualified
		- Seminar-Workshop on Sports Coaching and Officiating for the Different Sports Disciplines	November 17-19, 2023	24	Teacher I	July 2, 2008 - June 30, 2011	2 years, 11 months, and 28 days			
		- Final Review of Contextualized Self-Learning Modules and Activity Sheets for Kindergarten	August 8-12, 2022	40						
		- Division Training of Teachers on the Revised K-12 Curriculum	June 10 - 12, 2025	15						
		- Using Canva for Teachers	July 11, 2025	8						
		- School-Based Training for Teachers on MATATAG Curriculum	May 20-24, 2024	40						
		- Quality Assurance Review of Contextualized SLMs and Activity Sheets for Kindergarten	July 11-15, 2022	40						
HTI-2025032	Master of Arts in Teaching Reading  BS in Agricultural Technology Major in Animal Science	Completed more than 24 hours of trainings which include:			Teacher II (Teacher in Charge)	February 14, 2024 - July 18, 2025 (resent)	1 year, 5 months, 5 days	RA 1080 (Teacher)	Latest Performance Rating Not Submitted	Qualified
		- Regional Reading Program Implementation Review	October 6-11, 2024	48	Teacher II	August 25, 2023 - February 13, 2024	5 months, 20 days			
		- Capacity Building of School Heads on Strategic Leadership Crafting of Schools AIP and WFP Phase II	August 27-30, 2024	32	Teacher II (Teacher in Charge)	January 3, 2023 - August 24, 2023	7 months, 21 days			
		- Revisiting and Enhancement of School Contingency Plan	June 19-21, 2024	24	Teacher II	June 1, 2017 - January 2, 2023	5 years, 7 months, 2 days			
		- Capacity Building of School Heads on Strategic Leadership Phase 2	June 5-7, 2024	24						
HTI-2025033	Master of Arts in Education Major in Educational Management (42 units)  BEED	Completed more than 24 hours of trainings which include:			Teacher III (Teacher in Charge)	June 23, 2025 - July 18, 2025 (present)	26 days	RA 1080 (Teacher)	4.642	Qualified
		- Training Workshop in Inclusive Science Education for Linguistic and Cultural Diversity	July 27, 2022	48	Teacher III	June 13, 2016 - June 22, 2025	9 years, 10 days			
		- International Marathon Lecture on Education	July 22-24, 2022	36	Teacher I	October 13, 2006 - June 12, 2016	9 years, 8 months			
		- Virtual In-Service Training for Public School Teachers	March 15-19, 2021	40						
HTI-2025034	Master in Education Major in Social Studies  BEED	Completed more than 24 hours of trainings which include:			Teacher III	January 6, 2020 - July 18, 2025 (present)	5 years, 6 months, 13 days	RA 1080 (Teacher)	4.892	Qualified
		- Enhancement Training for SHS Teachers Teaching Quantitative/Qualitative/Experimental Research Phase 1	August 16-19, 2023	32	Teacher I	January 25, 2011 - January 5, 2020	8 years, 11 months, 11 days			
		- Retooling of Non-Araling Panlipunan Major Teachers on the Context and Pedagogy on Teaching Geography, Philippine History, Economics, and UCSCP	May 21-26, 2023	48						
		- School-Based Training for Teachers on MATATAG Curriculum	May 20-24, 2024	40						
		- Training-Workshop on Balik Kasaysayan Historical Trail Phase 2	May 10-12, 2021	24						

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**INITIAL EVALUATION RESULT**

Qualification Standards of the Position

**Position:** Head Teacher I (Elementary)  
**Place of Assignment:** Any Elementary Schools within SDO Sagay  
**Salary Grade:** 14  
**Education:** Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units  
**Training:** 24 hours of relevant trainings  
**Experience:** TIC for 1 year, or Teacher for 3 years  
**Eligibility:** RA 1080 (Teacher)

Application Code	Education	Training/ Certificates (acquired within the last 5 years and after last promotion, relevant to the school administration position)			Experience (relevant to the school administration position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)
		Title	Inclusive Dates	Hours	Details	Inclusive Dates	Years			
HTI-2025035	Master of Arts in Education Major in Educational Management (42 units)  BEED with Specialization in Elementary Science and Health	Completed more than 24 hours of trainings which include:			Teacher III	July 2, 2025 - July 18, 2025 (present)	17 days	RA 1080 (Teacher)	Latest Performance Rating Not Submitted	Qualified
		- Training on Empowering M&E Focals and Associates for a Refined MATATAG Curriculum Implementation	December 17 - 19, 2024	24	Teacher III (Teacher in Charge)	December 1, 2023 - July 1, 2025	1 year, 7 months, 1 day			
		- Regional Principal's Congress Cum Regional Board Conference	September 24 - 26, 2024	24	Teacher III	June 10, 2021 - November 30, 2023	2 years, 5 months, 21 days			
		- Division Capacity Building on the Provisions of RA 11650 for Supervisors and School Heads	September 11 - 13, 2024	24	Teacher I	February 16, 2010 - June 9, 2021	11 years, 3 months, 24 days			
		- Capacity Building of School Heads on Strategic Leadership Phase III	August 27 - 30, 2024	24						
HTI-2025036	Master of Arts in Education Major in Administration and Supervision  BEED	Completed more than 24 hours of trainings which include:			Teacher III (Teacher in Charge)	June 23, 2025 - July 18, 2025 (present)	26 days	RA 1080 (Teacher)	4.928	Qualified
		- Strategies for Promoting Literacy Education	July 4-9, 2022	48	Teacher III	January 2, 2025 - June 22, 2025	5 months, 21 days			
		- Classroom Management for the 21st Century	July 18-23, 2022	48	Teacher III (Teacher in Charge)	October 14, 2024 - January 1, 2025	2 months, 19 days			
		- Emerging Assessment Strategies for Improved Teaching and Learning	August 1-6, 2022	48	Teacher III	January 5, 2022 - October 13, 2024	2 years, 9 months, 9 days			
		- Enhancement Training for SHS Teachers Teaching Quantitative/Qualitative/Experimental Research Phase 1	August 16-19, 2023	32	Teacher I	June 2, 2014 - January 4, 2022	7 years, 7 months, 3 days			
HTI-2025037	Master of Arts in Education Major in Educational Management (45 units)  BEED	Completed more than 24 hours of trainings which include:			Teacher III	October 1, 2018 - July 18, 2025 (present)	6 years, 9 months, 18 days	RA 1080 (Teacher)	4.926	Qualified
		- Roll-out of Research Module for LAC Session	February 15 - 17, 2021	24	Teacher I	January 23, 2006 - September 30, 2018	12 years, 8 months, 7 days			
		- Training for Teachers on the Guidelines of the Implementation of RPMS	February 8 - 11, 2021	32						
		- Development of Supplementary Learning Materials	October 15, 16, 29 and 30, 2022	32						
		- Mid-Year INSET in Bridging Learning Gaps	January 24 - 26, 2025	24						
HTI-2025038	Master in Education Major in Reading, Language, and Literature  BEED	No relevant trainings acquired after the last promotion (June 16, 2025)	-	-	Teacher III (Teacher in Charge)	July 1, 2025 - July 18, 2025 (present)	18 days	RA 1080 (Teacher)	Latest Performance Rating Not Submitted	Disqualified *non-compliant with the required QS for training
					Teacher III	June 16, 2025 - June 30, 2025	15 days			
					Teacher I	May 22, 2023 - June 15, 2025	2 years, 25 days			
					Teacher I (Teacher in Charge)	July 25, 2022 - May 21, 2023	10 months, 27 days			
					Teacher I	June 19, 2018 - July 24, 2025	4 years, 1 month, 5 days			

Prepared by:   
**LOUIENE GRACE B. MACATUAL**  
Administrative Assistant III  
Personnel Section

Reviewed by:   
**RHODORA D. DESAMPARADO**  
Administrative Officer IV  
Human Resource Management Officer II

Date of Initial Evaluation: 22 JUL 2025

Date Posted: 22 JUL 2025

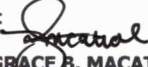


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**INITIAL EVALUATION RESULT**

Qualification Standards of the Position

**Position:** Head Teacher I (Junior High School)  
**Place of Assignment:** Himoga-an Baybay Integrated School  
**Salary Grade:** 14  
**Education:** Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization  
**Training:** 24 hours of relevant trainings  
**Experience:** TIC for 1 year, or Teacher for 3 years  
**Eligibility:** RA 1080 (Teacher)

Application Code	Education	Training/ Certificates (aquired within the last 5 years and after last promotion, relevant to the school administration position)			Experience (relevant to the school administration position)			Eligibility	IPCRF Rating	Remarks (Qualified or Disqualified)				
		Title	Inlcusive Dates	Hours	Details	Inlcusive Dates	Years							
HTI-2025028	Master in Education Major in Technology and Home Economics BS in Engineering Technology	Completed more than 24 hours of trainings which include:			Teacher I	June 27, 2016 - July 18, 2025 (present)	9 years and 21 days	RA 1080 (Teacher)	4.785	Qualified				
		- Training of Trainers on DCP Adoption Program	December 2 - 6, 2024	36										
		- Basic Graphic Design	May 15 - 19, 2023	40										
		- Division Training Workshop on Disaster Preparedness Amidst COVID-19	February 4 - 5, 2021	16										
		- NC II in Computer Systems Servicing	valid until February 28, 2029	640										
HTI-2025029	Master in Education Major in Mathematics	Completed more than 24 hours of trainings which include:			Teacher III	June 13, 2016 - July 18, 2025 (present)	9 years, 1 month, and 5 days	RA 1080 (Teacher)	4.214	Qualified				
	BSED Major in Mathematics	- Capabiltity Building of School Managers on School Governance and Operations PPAs amidst Pandemic	June 7-9, 2022	24	Teacher I	May 15, 2014 - June 12, 2016	2 years and 28 days							
		- School Level WASH in Schools Massive Open Online Course	April 27, 2022	40										
		- 2021 Division Research Roll Out and Festival	January 18- 22, 2021	40										
		- Virtual In-Service Training for Public School Teachers	August 30- September 3, 2021	40										
		- 3rd Division Research Forum cum Festival	April 6-8, 2022	24										
		- Joint Districts Performance Review Evaluation and Planning for SY 2022-2023	September 19- 21, 2022	24										
	HTI-2025030	Master of Arts in Education Major in General Science (28 units)	Completed more than 24 hours of trainings which include:			Teacher II	December 1, 2023 - July 18, 2025 (present)				1 year, 7 months, and 17 days	RA 1080 (Teacher)	4.428	Qualified
		BSED Major in Physical Science	- Conduct of Quality Assurance of Developed Support Reading Materials	December 16 - 18, 2024	24	Teacher I	June 5, 2017 - November 30, 2023				6 years, 5 months, and 25 days			
			- Reskilling of Teachers on Effective Teaching-Learning Deliverv	January 24- 26 and 29-30, 2024	40									
			- Reconceptualizing Teacher Ideology in Multilingual English Classroom / Master Classes for Grade 7 Teachers Across All Learning Areas	November 25 - 29, 2024	32									

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