



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

February 23, 2026

Division Memorandum
No. 104, s. 2026

**SUBMISSION OF INITIAL EVALUATION REPORT (IER) AND
ESTABLISHMENT OF THE OFFICIAL LIST OF QUALIFIED APPLICANTS
FOR ECP APPLICANTS AND TEACHER I POSITIONS
PURSUANT TO DEPED ORDER NO. 24, S. 2025**

TO: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Division Office Personnel Public
School District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the recruitment and selection process for Teacher I positions for the upcoming school year and in strict adherence to the guidelines stipulated in **DepEd Order No. 24, s. 2025** (*Guidelines on the Implementation of the Expanded Career Progression System*), this Office hereby directs all Public Schools District Supervisors (PSDS) to facilitate the submission of the **Initial Evaluation Report (IER)**.
2. **Submission of the Initial Evaluation Report (IER):**
 - a. The PSDS, acting as an extension of the Human Resource Management Office (HRMO), shall lead the district-level evaluation teams in reviewing the mandatory requirements of all applicants.
 - b. The IER must be a consolidated and accurate reflection of the applicants' qualification status based on the basic requirements (Education, Training, Experience, and Eligibility).
 - c. The formal IER shall be submitted directly to **Ms. Lermaflor Napoles**, HRMO, at the Schools Division Office of Biliran, on or before February 23, 2026.
3. **Establishment of the Official List:**
 - a. Upon receipt and validation of the IERs from all districts, the HRMO, through Ms. Lermaflor Napoles, shall prepare the **Official List of Qualified Applicants**. This list shall serve as the basis for the subsequent stages of the hiring process, including the Comparative Assessment (NCOI, COI, and ETE).



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- b. Applicants who fail to meet the minimum Qualification Standards (QS) during the initial evaluation shall be notified in writing and excluded from the official list, as per the "One-time Issuance" rule for qualified candidates.
4. **Adherence to Guidelines:**
- a. All evaluation activities must be anchored on the standards defined in the **Philippine Professional Standards for Teachers (PPST)**.
 - b. The Evaluation Team is reminded to maintain absolute integrity, transparency, and strict adherence to the "No Gift Policy" during the evaluation process.
5. For immediate dissemination and strict compliance.


ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent



Labrazabal, Naval, Biliran
053-500-4054/4060
depedbiliran@gmail.com



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