



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON PROVINCE

June 30, 2026

Division Memorandum

No. **218**, S 2026

**IMPLEMENTATION OF THE HRIZON E-CAREER ONLINE APPLICATION SYSTEM IN
THE SCHOOLS DIVISION OFFICE OF SORSOGON PROVINCE**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors / Division Coordinators
Public Schools District Supervisors / OIC-PSDSs
Public Elementary and Secondary School Heads
All Other Concerned

1. In pursuit of the Department of Education's commitment to quality human resource management and digital transformation, the Schools Division Office of Sorsogon Province shall implement the **HRizon E-Career Online Application System** as the official platform for the submission and processing of applications for vacant positions.

The adoption of the HRizon E-Career Online Application System supports the standards of the **Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Level II**, particularly in strengthening Recruitment, Selection, and Placement (RSP) processes through the utilization of technology-driven systems that promote transparency, efficiency, accountability, and evidence-based decision-making. The system facilitates systematic management of applicant information and records while ensuring compliance with merit-based recruitment principles.

Furthermore, the implementation of the online application platform aligns with the government's thrust on **Ease of Doing Business and Efficient Delivery of Government Services** by simplifying procedures, reducing physical transactions, minimizing the use of paper-based documents, and providing applicants with a more accessible and convenient mechanism for submitting applications regardless of their location.

Likewise, this initiative advances the Department's **Digitalization Program** by leveraging information and communication technology in human resource management processes. Through electronic submission of application documents, automated applicant tracking, digital records management, and centralized data storage, the Schools Division Office enhances operational efficiency, data accuracy, process integrity, and overall service delivery.

2. This Memorandum announces the implementation and utilization of the HRizon E-Career Online Application System for all recruitment, selection, and placement activities of the Schools Division Office of Sorsogon Province.



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3. All internal and external applicants applying for published vacant positions within the Schools Division Office of Sorsogon Province shall submit their applications through the HRizon E-Career Online Application System.

4. a. Applicants shall access the HRizon E-Career Online Application System through the designated portal:



<https://hrizon.hrmodepedsorsogon.com/index.php>

b. Applicants shall create an account and complete all required personal and professional information.

c. All documentary requirements shall be uploaded through the system in the prescribed format.

d. Applications submitted after the prescribed deadline shall no longer be accepted.

e. The electronic submission of application documents through the system shall constitute the official submission of the application.

f. Applicants are advised to regularly monitor their registered email addresses and HRizon accounts for notifications and updates regarding their applications.

g. The Human Resource Management Section (HRMS) shall provide technical assistance to applicants and concerned personnel regarding the utilization of the system.

5. Applicants shall upload the following documents, as applicable:

a. Letter of Intent

b. For Personal Data Sheet (CS Form 212, Revised 2025), applicant must ensure all details and information are correct and updated. ALL PAGES MUST BE SIGNED. THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH MUST BE ALL ORIGINAL.

c. Work Experience Sheet (if applicable)



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- d. Transcript of Records (TOR)
 - e. Certificate of GWA (applicable for positions with no experience requirements)
 - f. Diploma
 - g. Eligibility Certificate (CSC/PRC)
 - h. Trainings & Certifications (Certificates Of Training Relevant To Position and Within the Last 5 Years)
 - i. Certificate of Employment (COE)
 - j. Latest Appointment
 - k. Service Record (for government employees)
 - l. Performance Rating (last rating period, if applicable)
 - m. Other Supporting Documents
 - a) Outstanding Accomplishments such as:
 - Awards and Recognition
 - Research and Innovation
 - Subject Matter Expert/ Membership in National Technical Working Groups (TWGs) or Committees
 - NEAP Accredited Learning Facilitator
 - b) Application of Education reckoned from the date of issuance of the latest appointment
 - a) Application of Learning and Development reckoned from the date of issuance of the latest appointment
6. Immediate and wide dissemination of this Memorandum is desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent