



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

16 JAN 2026

DIVISION MEMORANDUM

No. 045 S. 2026

**CALL FOR APPLICATION FOR TEACHER 1 POSITION
FOR SCHOOL YEAR (SY) 2026-27**

TO: OIC-Assistant Schools Division Superintendent
OIC-CID Chief
OIC-SGOD Chief
Education Program Supervisor
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce to the field that the Division is accepting applications for **Teacher I** position in the Kindergarten, Elementary, Junior High School and Senior High School for School Year 2026-27. **Non-licensed (non-LET)** applicants may apply and participate in the hiring process both in the elementary and secondary level.
2. Teacher-Applicants regardless of age, sex, civil service, ethnicity, disability, religion and political affiliation are advised to hand in the documentary requirements indicated in the **Checklist of Requirements** (Annex C) to **any school near her/his residence**.
3. To ensure uniformity, the following documentary requirements must be arranged and labeled to facilitate assessment and evaluation of documents:

Mandatory Requirements:

- A. Application letter addressed to the office of the Schools Division Superintendent HOMER N. MENDOZA, OIC-Schools Division Superintendent, stating the position applied for;
- B. Duly accomplished PDS (CSC Form 212, revised 2017);
- C. Photocopy of valid and updated PRC license, 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 TOR and diploma, including completion of graduate and post-graduate units/degrees, if applicable;
- F. Photocopy of Certificate 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 performance ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;



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Additional Documentary Requirements

J. Checklist of Requirements and Omnibus Certification/Waiver

4. The **Checklist of Requirements and Omnibus Sworn Statement** on the Certification on the Authenticity and Veracity (CAV) shall no longer be required to be **notarized** as stated in **paragraph No. 10 of Deped Order No. 21, s. 2024** (Amendments to Deped Order No. 7, s, 2023), however, it shall be required to be sworn before any public officer authorized to administer oath pursuant to Republic Act 10755.

5. **Deped Order 7, s. 2023** shall be used in the evaluation of documents and shall be assessed using the following criteria:

| Criteria | Points |
|---|------------|
| a. Education | 10 |
| b. Training | 10 |
| c. Experience | 10 |
| d. PBET/LET/LEPT Rating | 10 |
| e. PPST COIs (Classroom Observation/Demonstration Teaching) | 35 |
| f. PPST NCOIs (Teacher Reflection) | 25 |
| TOTAL | 100 |

6. The timeline for the hiring and selection process for Teacher I position are indicated below:

| Date | Activity | Person Responsible |
|-----------------------------|---|----------------------|
| January 26-February 6, 2026 | Submission and receipt of application for Teacher I position in the schools Note: After submission of application, please register online thru https://tinyurl.com/RegTea1-2026 | Teacher I applicants |
| February 9-13, 2026 | Conduct of initial evaluation vis-à-vis QS (ETEE) thru a link to be provided by the Division (Note: Please note that the data in the link will serve as the basis for the consolidation of the Initial Evaluation Results (IER). No further encoding will be done until the end of the specified date) | AO II/ADAS III |
| February 16-20, 2026 | Consolidation, release and sending/emailing of IER to applicants | HRMO |
| February 23-27, 2026 | Conduct of Classroom Observation and Teacher Reflection | Sub-committee |
| March 2-3, 2026 | Open Ranking and signing of Individual Evaluation Sheet (IES) by the applicants | Sub-committee |
| March 9-13 2026 | Submission of signed Individual Evaluation Sheet for consolidation and | Sub-committee |

| | | |
|------------------------|---|--------|
| | validation | |
| March 16, 2026 onwards | Preparation of Comparative Assessment of Qualified Applicants (CAR-RQA) | HRMPSB |
| | Release of CAR-Registry of Qualified Applicants | HRMPSB |

7. Only application documents submitted on or before the deadline shall be evaluated and no additional documents shall be honored thereafter.

8. Remaining applicants in the CAR-RQA SY 2025-26 who were not appointed and those who did not meet the cut-off score, shall be given an option to carry over their scores and/or update their credentials without having to undergo the hiring process for the next school year, provided, they submit a **letter of intent to participate in the succeeding hiring process.**

9. Pursuant to RA 8972 or the “Electronic Commerce Act of 2000”, online submission of electronic copies of the documentary requirements to be submitted may be allowed, subject to the submission of the hard copies upon request for the purpose of verification.

10. 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 ground for disqualification.

11. Previous code assigned to schools shall apply, however the format is as follows:

T1-Year-School Code-Number of Applicant
e.g. T1-Year-Alapan ES-First applicant
T1-2026-01-001

12. The members of the **SPECIAL Human Resource Merit Promotion and Selection Board (HRMPSB)** for Teaching Position as stated in Deped Order 21, s. 2024 are as follows:

| | |
|--------------|--|
| Chairperson: | a. Glenda DS. Catadman OIC- Assistant Schools Division Superintendent |
| Members: | b. Marciano V. Valles OIC-Chief of the Curriculum Implementation Division |
| | c. School Head were the vacancy exists |
| | d. Ronnie B. Yohan- Administrative Officer V for the Administrative Services Section |
| | e. Marilyn O. Anglo- Administrative Officer IV (HRMO) |
| | f. Representative of accredited employee’s union/association belonging to the teaching group |
| Secretariat: | Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair |

13. The composition of the Division Sub-Level committee are as follows:

| | |
|--|---|
| ELEMENTARY LEVEL INCLUDING KINDERGARTEN | |
| NORTH CLUSTER | |
| Chairman: | Jocelyn A. Limosinero- Principal IV |
| Member: Assessment and evaluation of application documents as to Education, Training, Experience and Eligibility (ETEE) and encoding of the Initial Evaluation Result (IER) to the link | All Administrative Officer II/Administrative Assistant II/III |
| Classroom Observation/Demo Teaching | Select Master to be identified by the Chairman |
| Teacher Reflection | To be identified by the Chairman |
| EAST CLUSTER | |
| Chairman: | Divina A. Narvaez - Principal IV |
| Member: Assessment and evaluation of application documents as to Education, Training, Experience and Eligibility (ETEE) and encoding of the Initial Evaluation Result (IER) to the link | All Administrative Officer II/Administrative Assistant II/III |
| Classroom Observation/Demo Teaching | Select Master to be identified by the Chairman |
| Teacher Reflection | To be identified by the Chairman |
| WEST CLUSTER | |
| Chairman: | Gina U. Reyes- Principal IV |
| Member: Assessment and evaluation of application documents as to Education, Training, Experience and Eligibility (ETEE) and encoding of the Initial Evaluation Result (IER) to the link | All Administrative Officer II/Administrative Assistant II/III |
| Classroom Observation/Demo Teaching | Select Master to be identified by the Chairman |
| Teacher Reflection | To be identified by the Chairman |
| SOUTH CLUSTER | |
| Chairman: | Wilma J. Chiquillo - Principal IV |
| Member: Assessment and evaluation of application documents as to Education, Training, Experience and Eligibility (ETEE) and encoding of the Initial Evaluation Result (IER) to the link | All Administrative Officer II/Administrative Assistant II/III |
| Classroom Observation/Demo Teaching | Select Master to be identified by the Chairman |
| Teacher Reflection | To be identified by the Chairman |
| JUNIOR HIGH SCHOOL | |
| Chairman: | Petronia N. Tarun - Principal III |

| | |
|--|--|
| Member: Assessment and evaluation of application documents as to Education, Training, Experience and Eligibility (ETEE) and encoding of the Initial Evaluation Result (IER) to the link | Department Head of the learning area |
| Classroom Observation/Demo Teaching | Select Master to be identified by the Chairman |
| Teacher Reflection | To be identified by the Chairman |
| SENIOR HIGH SCHOOL | |
| Chairman: | Rafael R. Santos - Principal II |
| Member: Assessment and evaluation of application documents as to Education, Training, Experience and Eligibility (ETEE) and encoding of the Initial Evaluation Result (IER) to the link | Subject Group Head of the learning area |
| Classroom Observation/Demo Teaching | Select Master to be identified by the Chairman |
| Teacher Reflection | To be identified by the Chairman |

14. ***The chairperson may select a venue and date of the demonstration teaching and teacher reflection indicated in the aforementioned timeline of hiring process.***

15. Expenses relative to the said activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

16. For queries and clarifications, you may contact Ms. Marilyn O. Anglo, HRMO at (046) 4198450 local 206.

17. Immediate and wide dissemination of this Memorandum is desired.



Digitally signed by
Mendoza Homer
Napenas
Date: 2026.01.16
11:12:31 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent



Encl.: none

Reference: DO 7, s. 2023 & DO Order 21, s. 2024

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

ASSESSMENT TEACHERS
EMPLOYMENT SELECTION

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 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 HRMCO/HR officer/sub-committee) | |
|----|--|---|--|---------|
| | | | Status of Submission (Check if completed) | Remarks |
| a. | Letter of intent addressed to the Head of Office or highest human resource officer | | | |
| b. | Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) 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 deadline of submission, 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, such as but not limited to: 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