



Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay	
<b>RECORD SECTION</b>	
NO: 928306	TIME: 5:15 PM
BY: /	DATE: Nov 11 2025
<b>RELEASED</b>	

11 November 2025

DIVISION MEMORANDUM  
No. 604, s. 2025

**SUBMISSION OF DOCUMENTS FOR QEALIS EXAMINATION**

To :Assistant Schools Division Superintendent  
Chief, CID & SGOD  
School Heads Implementing MEP  
ALIVE COS Teachers-Non QEALIS passer  
All Others Concern

1. In preparation for the upcoming QEALIS Examination, all interested individuals who possessed the required documents and qualified to take the test may submit their papers to the Division MEP focal for validation & verification on November 18, 2025.
2. The following documents shall be submitted:
  - a. Two copies of Application Form attached with 1x1 bare-faced ID picture with a name tag in accordance with the Civil Service Commission.
  - b. Photocopy of birth certificate (PSA) or Affidavit of Live Birth
  - c. Photocopy of any valid ID, Barangay Clearance, Residence Certificate
  - d. Any of the Two:
    1. College Official Transcript of Records or Diploma (original)
    2. Valid documents as proof of High School Graduation (SF 10, Form 137, Diploma
  - e. Diploma or Certificate of Completion as a Thanawi Graduate
3. All newly hired ALIVE COS teachers yet Non-QEALIS passer are required to submit the documents and take the test.
4. ALIVE COS teachers who shall submit the documents on November 18 shall be excused from their classes and on official time.
5. For any inquiries and details, please message your MEP Focal in the Division.
6. For dissemination & immediate compliance.

**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

Reference:  
To be included in the Perpetual Index  
Under the following subject: MEP  
ZS-DM-CID-2025-0161-0  
AAA 20251111



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