



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
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BY: _____	DATE: 13 Jan 2026
RELEASED	

13 January 2026

DIVISION MEMORANDUM
 NO. **019**, s. 2026

**RECRUITMENT AND EVALUATION OF KINDERGARTEN, IPED, ELEMENTARY,
 JHS & SHS TEACHER 1 APPLICANTS
 FOR SY 2026-2027**

To : **Asst. Schools Division Superintendent**
Chief Education Supervisors
Public Schools District Supervisors/District in-Charge
Division HRMPSB
Division Sub Committees
School Screening Committees
School Heads
Teachers Applicants
 All Others Concerned
 This Division

- Pursuant to DepEd Order No. 7 S. 2023 re: Guidelines on Recruitment, Selection and Appointment in the Department of Education, this Office announces the opening of application and selection processes for kindergarten to Grade 10 and Senior High School Teacher I positions for School Year 2026-2027.

Position Title/Item No.	Monthly Salary	Minimum Qualification Standards				Place of Assignment
		Education	Experience	Training	Eligibility	
Teacher I (Elementary)	P 31,705.00 SG 11	Bachelor of Elementary Education (BEED) or a bachelor's degree with 18 professional units in Education	None Required	None Required	RA1080 (Teacher)	Elementary
Teacher I (Secondary)	P 31,705.00 SG 11	Bachelor of Secondary Education (BSED) or bachelor's degree with 18 professional units in Education with an appropriate major	None Required	None Required	RA1080 (Teacher)	Secondary
Teacher I (Senior High School)	P 31,705.00 SG 11	Bachelor's Degree with a major in a relevant strand/subject, or any bachelor's with at least 15 units of specialization in the relevant strand/subject Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization (TVL)	None Required At least NCII Appropriate to the Specialization	None Required None Required	Applicants for Permanent Appointment must be LET/RA1080, if not a passer of LET Applicants must be able to pass the LET exam within 5years	Senior High School

- All applicants shall register at the Division online system, which is bit.ly/ZSDepEdAppPortal where they must encode their personal details and select the School and District they want to be ranked. Once submitted, a



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Unique Applicant Number will be issued. In the submission of application requirements, this Number must be indicated.

3. Interested and qualified applicants, regardless of gender, civil status, disability, religion, ethnicity, or political affiliation, are advised to submit the following documentary requirements to the Principal or School where the applicant prefers to apply, and arranged as follows:

- a. Letter of Intent addressed to the Schools Division Superintendent;

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent
Division of Zamboanga Sibugay
Pangi, Ipil, Zamboanga Sibugay

Attention: School Head of the preferred school;

- b. Duly accomplished and notarized Personal Data Sheet (CSC Form No. 212, revised 2025)
- c. Photocopy Unexpired PRC License/Identification Card
- d. Photocopy of PRC Report of Rating
- e. Photocopy of Transcript of Records (TOR) and SO (*for graduates of private schools*) (*e.g., TOR including graduate and post-graduate degree/units earned*)
- f. Photocopy of Certificates of Training, *if applicable*
- g. Photocopy of Service Record or Certificate of Employment, *if applicable*
- h. Photocopy of latest appointment, *if applicable*
- i. Photocopy of the latest Performance Rating covering one (1) year performance, *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. Photocopy of Voter's ID and/or proof of residency or certification from COMELEC that the applicant is a bona fide resident of the barangay or municipality, city, or province
4. Teacher Applicants for Senior High School must include the following documents, together with the mandatory requirements specified in Item No. 3;
- a. Letter of intent, which shall highlight the following information: expression of interest/statement of purpose; subject group which he or she intends to teach; preferred school.
- b. Photocopy of Certificate of relevant specialized training;
- c. Photocopy of Transcript of Records (TOR) and SO (*for graduates of private schools*) (*e.g., TOR including graduate and post-graduate degree/units earned, if available*)
- d. For TVL, a TESDA National Certificate (NC) that is at least one level higher than the course to be taught, or the same level if there is no higher-level NC.
- e. Certified Copy of Trainers Methodology Certificate (TMC), *if available*




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5. Applicants who fail to submit mandatory documentary requirements (*Item No. 3*) on the set deadline shall not be included in the pool of official applicants. **No further documents shall be accepted after the deadline.**
6. **Applicants from the previous year shall register on the online portal and submit a letter of intent, and may opt to submit themselves for interview, demonstration teaching, provide creditable documents, take the teacher reflection, or maintain their previous points in these items in the computation of their final rating.**
7. 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 grounds for disqualification. (*Item 25, DO 7 s. 2023*)
8. Applicants will be rated as follows:

Education	Training	Experience	PBET/LET/LEPT Rating	PPST COIs (Classroom Observation)	PPST NCOIs (Teacher Reflection)	TOTAL
10	10	10	10	35	25	100

9. Below is the schedule of activities relative to the selection and recruitment process.

Timeline	Activity	Person In-Charge
January 5, 2026 – February 27, 2026	Deadline for the initial registration bit.ly/ZSDepEdAppPortal and submission of the application to the Head of the school applied for. The School/District Administrative Officers/School Heads shall issue certification to each applicant in regard to the completeness, veracity, accuracy, and authenticity of the documents. Elementary (Regular)– GREEN Folder Elementary (Kinder) – BLUE Folder Elementary (IPED) – BROWN Folder Junior High School – RED Folder Senior High School – YELLOW Folder	 Applicant School Administrative Officers Division Sub-Committees
March 2, 2026	Simultaneous Orientation of Teacher Applicants	Division Sub Committees
March 2 – 6, 2026	Initial Evaluation to Determine Qualified and Disqualified Applicants	District/School Administrative Officers/ Administrative Assistant II/III Division Sub-Committees



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March 9 – 13, 2026	Comparative Assessment through Evaluation of Education, Experience, LET/PBET Rating, Specialized Training	Division Sub-Committees
March 16 – 20, 2026	Comparative Assessment through Through Classroom Observation using COT-RSP and Evaluation of Teacher Reflection through TRF.	Division Sub-Committees and Division HRMPSB
March 27, 2026	Submission of comparative assessment (containing scores in Education, Teaching, Experience, LET/PBET Rating, Specialized Training and Skills, and Classroom Observation and Teacher Reflection	Division Sub-Committees
April 2026	Consolidation and Finalization of Comparative Assessment Results (CAR – RQA)	Division HRMPSB
April 2026	Posting of CAR-RQA	Division HRMPSB

10. The Division Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following:

Chairperson: **MA. COLLEEN L. EMORICHA**, EdD, CESO VI, ASDS
DR. OLIVER B. TALAOC, Chief, SGOD
 Alternate: ROSMINDO L. ANCHETA Jr., EPS -SGOD
RODOLF JOHN T. RODRIGUEZ, Chief, CID
 Alternate: ROSEMARIE E. DIOCARES, EPS - LRMDS
ALMA FRAULEIN M. GARCIA, SEPS – HRD, President of Division NEU
 Alternate: ELLEN MAE F. VILLASIS, EPS-HRD
GRACE R. JUGNO, Administrative Officer V (Admin)
 Alternate: MA. LIVIE A. LAQUE, Administrative Officer IV
RENZ ROY A. RAMOS, Administrative Officer IV (HRMO)
 Alternate: ROMMEL L. GUSTILO, AO II - Personnel

Secretariat: PERSONNEL SECTION

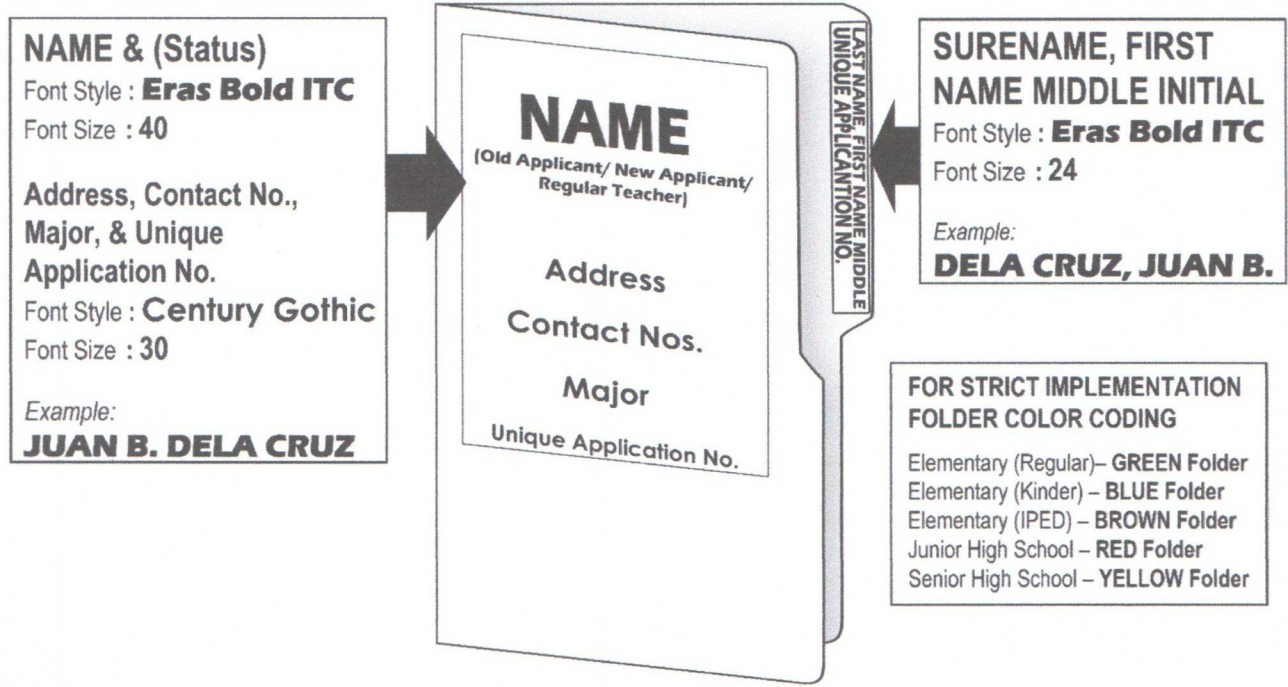
COMPOSITION OF DIVISION SUB-COMMITTEES

Chairperson: Public Schools District Supervisor/District in-Charge
 Members: School Principals/Head Teachers
 Nine (9) Members clustered into three for interview, demonstration teaching, and evaluation of documents
 Secretariat: Administrative Officer II or Non-Teaching Staff



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11. Applicants should follow the format of the folder to better facilitate the process in evaluating and assessing of documents as follows:



12. Expenses incurred during the conduct of said activity to defray meals and transportation of Division HRMPSB/Sub-Committees shall be charged against school MOOE or any available local funds, subject to the usual budgeting, accounting, and auditing rules and regulations.
13. Immediate and widest dissemination of this memorandum is highly enjoined.

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

Encl: As stated
 Reference: DepEd Order 7 s. 2023

To be indicated in the Perpetual Index under the following subjects:
 RECRUITMENT and EVALUATION TEACHER APPLICANTS
 REGISTRY OF QUALIFIED APPLICANTS SCHEDULE

ZS-DM-OSDS-PER-2026-01-002-0
 RRAR-20260113

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office: _____

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 HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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 assessment, 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:			
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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.