



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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20 Jan 2025

**DIVISION MEMORANDUM**

OSDS-2025-009

CALL FOR APPLICATIONS FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH  
SCHOOL, AND SENIOR HIGH SCHOOL TEACHER I POSITIONS  
FOR THE SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent  
Division HRMP SB and Sub-Committee Members  
All Interested Applicants

1. This is to announce that the Department of Education – Schools Division Office of Sarangani is now accepting applications for Kindergarten, Elementary, Junior High School (JHS), and Senior High School (SHS) Teacher I positions for SY 2025-2026. All interested individuals, including persons with disability (PWD), members of Indigenous communities, and those from any sexual orientation & gender identities (SOGI) are encouraged to apply.

2. The hiring guidelines outlined in DepEd Order No. (DO) 19, s. 2022, DO 7, s. 2023, and DO 21, s. 2024 shall be observed in the recruitment, selection, and appointment process for the above-mentioned positions. The comparative assessments of qualified applicants shall have the following criteria based on these issuances:

- a. Education units and/or degree relevant to the position to be filled that exceeds the minimum requirements as defined in the CSC-approved qualification standards will be given points;
- b. Training hours in curriculum and instruction and/or other specialized training for skills development in fields related to the work, duties, and responsibilities for Teacher I that exceeds the minimum requirements as defined in the CSC-approved qualification standards, acquired in the last five (5) years, will be given points. For SHS, trainings may be those relevant to the learning area, specialization, or strand;
- c. Experience in Teaching exceeding the minimum requirements as defined in the CSC-approved qualification standards will be given points. For SHS, relevant industry and/or work experience may be considered;
- d. Professional Board Examination for Teachers, Licensure Examination for Teachers, or Licensure Examination for Professional Teachers Rating;
- e. Philippines Professional Standards for Teachers' Classroom Observable Indicators measured through Classroom Observation/Demonstration Teaching;



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- f. PPST Non-Classroom Observable Indicators measured through the Teacher Reflection Form;
  - g. The cut-off score for inclusion in the Comparative Assessment Result of the Registry of Qualified Applicants (CAR-RQA) is fifty (50) points for Elementary, Junior High School, and Senior High School; and
  - h. The CAR-RQA intended for a specific school year shall be valid only up to the duration of the school year for which it was prepared. It shall be utilized in filling up positions that are created or vacated within the school year.
3. Previous applicants who were included in the CAR-RQA for SY 2024-2025 but are yet to be appointed and those who did not meet the cut-off score shall be given the option to carry over their CAR-RQA results and/or update their credentials without having to undergo the entire hiring process for the CAR-RQA for SY 2025-2026. Should the applicants want to update their documents/credentials, they must submit a letter of application, Personal Data Sheet (PDS), Checklist of Requirements, and updated supporting documents only. If they choose to retain all their previous scores, such intent must be indicated in their application letter together with the PDS and checklist of requirements.
4. Secondary teachers applying for Junior High School positions may also apply for Senior High School positions if they meet the qualifications for the position. In this case, applicants must prepare a separate folder and indicate the subject group for which they are applying. A National Certificate (NC-II) issued by TESDA is required to qualify for any TVL-SHS teaching item.
5. Applicants are advised to submit the documents listed in the enclosed requirements checklist in a single folder to the school of their choice. It is important to use ear tabs and arrange all documents as specified in the checklist. Please also observe the color-coding system for the submission of requirements, as detailed below:

Municipality	Folder Color	Ear Tab Color
Alabel	Green	Elem – white JHS – blue SHS – red
Glan	Red	
Malapatan	Blue	
Malungon	Brown	
Maasim	Purple	
Kiamba	Orange	
Maitum	Cream	



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6. Applicants are required to register at [bit.ly/SaranganiTeacherApplicantsReg](https://bit.ly/SaranganiTeacherApplicantsReg). No registration, no acceptance of application documents.
7. The deadline for submission of hard copies of the application folder is February 24, 2025. Applicants who fail to submit within the deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.
8. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by them. Any false and fraudulent document submitted shall be grounds for disqualification.
9. The checklist of requirements and omnibus sworn statement on the Certification on the Authenticity and Veracity (CAV) of a document, as required under Section 20 (j) of DO 7, s. 2023, shall no longer be required to be notarized. The aforesaid document shall henceforth be required to be sworn before any public officer authorized to administer oath pursuant to Book 1, Chapter 10, Section 41 of EO 292, as amended by RA 6733 and as further amended by RA 10755.
10. Enclosed are the target timeline of the recruitment and selection activities, checklist of requirements, and qualifications standards of the vacant positions for easy reference.
11. For inquiries, contact Mr. Roel D. Balbareno at 09464061747.
12. For the information and guidance of all concerned.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

HIRING  
RECRUITMENT  
SELECTION

RDB/OSDS-PU/MLA – call for applications for kindergarten, elementary, junior high school,  
and senior high school teacher i positions for the school year 2025-2026  
0079/20 January 2025

LIST OF REQUIREMENTS

1. A letter of intent to apply addressed to the Schools Division Superintendent. For SHS, the intent letter must specify the track and strand the applicant wishes to apply.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent  
DepEd – Schools Division of Sarangani  
Alabel, Sarangani Province

2. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) in two (2) copies with latest passport size ID picture with Work Experience Sheet;
3. Photocopy of PRC Professional Identification card or PRC Certification showing the teacher's name, LET rating, and other information recorded in the PRC Office;
4. Photocopy of LET/PBET rating;
5. Photocopy of Transcript of Records (CAV from CHED), including completion of post-graduate units/degrees, if available;
6. Photocopy of Certificate of Training, if applicable (training programs must be taken within the last five years);
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of the Performance ratings in the last rating period covering One (1) year of performance prior to the assessment, if applicable;
10. Certified copy of Voter's ID and/or any proof of residency deemed acceptable by the Schools Screening Committee;
11. NBI Clearance, if any;
12. Other documents that contain the applicant's information and qualifications including but not limited to the following, if applicable:
  - a. For applicants who by ethnicity belong to an Indigenous People (IP)/Indigenous Cultural Community (ICC), please attach a Certification or any form of attestation from the IP elders/leaders recognized by the community attesting that the applicant is a member of the IP Community.
  - b. For Special Education applicants, scholastic records showing special education units earned and certification from the school head of actual teaching learners with special needs, if any.
  - c. For Alternative Learning System (ALS) applicants, certification from the school head as ALS facilitator

**(Enclosure to DM-OSDS-2025-009)**

- d. For ALIVE applicants, QELIS rating and/or Contract of Service as ALIVE Teacher
  - e. Beneficiary of national programs and partnerships such as “Sa Pinas, Ikaw ang Ma’am/Sir (SPIMS) Employment Program, Pantawid Pamilyang Pilipino Program (4Ps), 1000 Teachers Program of the Philippine Business for Education (PBEEd).
13. Checklist of Requirements (can be accessed at [bit.ly/Personneldownloadables](https://bit.ly/Personneldownloadables))

QUALIFICATION STANDARDS

**Kindergarten, Elementary, and Junior High School Teacher I Positions**

<b>Position Title &amp; Salary Grade</b>	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Teacher I [SG 11]	BEED/BSED or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)

**Senior High School Teacher I Position**

<b>Track</b>	<b>Position Title &amp; Salary Grade</b>	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
For Academic and Core Subjects	Teacher I (Senior High School) [SG 11]	Bachelor's degree majoring in the relevant strand/subject ; or any Bachelor's degree with at least 15 units of specialization in relevant strand/ subject	None required	None required	<ul style="list-style-type: none"><li>• Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</li><li>• Regular applicants for a contractual position: None Required</li><li>• Practitioners (part-time only): None required</li></ul>
For The Arts and Design Track	Teacher I (Senior High School) [SG 11]	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	None required	None required	
For The Sports Track	Teacher I (Senior High School) [SG 11]	Bachelor's degree majoring in fields under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	None required	None required	
For the required Technical-Vocational	Teacher I (Senior High School) [SG 11]	Bachelor's degree holder; or graduate of technical-vocat	None required	At least NC II *Appropriate to the specialization	

**(Enclosure to DM-OSDS-2025-000)**

<b>Track</b>	<b>Position Title &amp; Salary Grade</b>	<b>Education Requirements</b>	<b>Experience Requirements</b>	<b>Training Requirements</b>	<b>Eligibility Requirements</b>
Livelihood (TVL) Track		ional course(s) in the area of specialization			

## RECRUITMENT AND SCREENING SCHEDULE

<b>Target Schedule</b>	<b>Activity</b>	<b>Facilitator</b>
January 20 – February 24, 2025	Submission of Application documents to the schools. Administrative Officer II receives applications and verifies all documents as to completeness, authenticity, and accuracy.	School Administrative Officers
February 6, 2025	Orientation of all Teacher I Applicants at Alabel Municipal Gymnasium	Division HRMPSB Members
February 13, 2025	Submission of Composition of Division HRMPSB Sub-Committee members to the Schools Division Office:  Chairperson: PSDS/PIC  Members: 1 MT (Elem) 1 MT (JHS/SHS) 1 SP/HT (Elem) 1 SP/HT (JHS/SHS)  Secretariat: 7 AO-II (1 lead secretariat)  8 Demo-Teaching Observers (MT/SP/HT)  8 Teacher Reflection Checkers (SP/HT)	Sub-Committee Members
February 27, 2025	School AOs shall finalize the T-I application documents for submission to the sub-committee	School AOs
February 28, 2025	Sub-Committee Secretariats receive T-I application documents from School AOs	Sub-Committee Members
March 5, 2025	Face-to-Face Orientation of Sub-Committee Chairpersons and Co-Chairs at the SDO Sarangani Conference Room	Division HRMPSB Members
March 7, 2025	Orientation on Demo Teaching Observers and TRF Checkers by District	Sub-Committee Members



**(Enclosure to DM-OSDS-2025-009)**

March 11-14, 2025	Initial evaluation as to the qualification of the applicants with the supervision of the Division HRMPSB	Sub-Committee Members
March 17, 2025	Submission of Initial Evaluation Results (IER) to the Division HRMPSB	Sub-Committee Members
March 21, 2025	Release of IERs and the announcement of the schedule of Interviews, Demonstration Teaching, and Teacher Written Examination	Division HRMPSB and Sub-Committee Members
April 1-4, 2025	Synchronous conduct of Demonstration Teaching and Teacher Reflection Written Examination per District.	Division HRMPSB and Sub-Committee Members
April 7-11, 2025	Preparation of initial Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA) which includes:  a. Evaluation and assigning of points of the ETE and LET rating based on criteria; b. Consolidation of Demonstration Teaching results; and c. Checking of Teacher Reflection (TR) Written Examination	Division HRMPSB and Sub-Committee Members
April 14-15, 2025	Finalization of CAR-RQA per District	Sub-Committee Members
April 21, 2025	Submission of draft CAR-RQA per municipality to the Division HRMPSB	Sub-Committee Members
April 23-25 2025	Deliberation and Finalization of CAR-RQA	Division HRMPSB Members
April 28, 2025	Conduct of Open Ranking System	Division HRMPSB Members
April 29, 2025	Submission of CAR-RQA to the Schools Division Superintendent for approval	Division HRMPSB Members
TBA	Posting of RQA	Division HRMPSB Members