



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

05 Jan 2026

**DIVISION MEMORANDUM**

No. **001** , s. 2026

**CALL FOR APPLICATIONS FOR TEACHER I POSITIONS IN KINDERGARTEN,  
ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL  
FOR SY 2026-2027**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, CID&SGOD  
Education Program Supervisors  
District Supervisors/Principals-In-Charge  
Principals/School Heads/Teachers-In-Charge  
Public Elementary & Secondary Schools  
All Interested Applicants

1. This is to announce that this Division is now accepting application for qualified Kindergarten, Elementary, Junior High School (JHS) and Senior High School (SHS) Teacher I applicants for SY 2026-2027. The hiring guidelines set forth in DepEd Order No. 19, s. 2022, DepEd Order No. 7, s. 2023, and DO 21, s. 2024 shall be followed in the recruitment, selection and appointment processes.

2. In line with the principle of Equal Employment Opportunity Principle (EEOP), this Division encourages all interested and qualified applicants regardless of age, sex, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status and physical disability to apply.

3. Salient provisions of the aforementioned DepEd Orders should be observed as follows:

- a. The comparative assessment shall be based on the following criteria:
  - i. 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;
  - ii. 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, training may be those relevant to the learning area, specialization or strand;
  - iii. Experience in Teaching exceeding the minimum requirements as defined in the CSC-approved qualification standards will be given



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points. For SHS, relevant industry and/or work experience may be considered;

- iv. Professional Board Examination for Teachers (PBET), Licensure Examination for Teachers (LET), or Licensure Examination for Professional Teachers (LEPT) Rating;
- v. Philippines Professional Standards for Teachers (PPST) Classroom Observable Indicators (COI) measured through Classroom Observation/Demonstration Teaching; and
- vi. PPST Non-Classroom Observable Indicators (NCOI) measured through the Teacher Reflection Form (TRF).
- vii. The cut off score for the inclusion in the Comparative Assessment Result of the Registry of Qualified Applicants (CARRQA) is fifty (50) points for Elementary, Junior High School and Senior High School;
- viii. The CAR-RQA intended for a specific school year shall be valid only up for the duration of the school year for which it was prepared. It shall be utilized in filling up of positions that are created or vacated within the school year.

4. As per DepEd Order No. 21, s. 2024, previous applicants who were included in the CAR-RQA SY 2025-2026 but not yet appointed and those who did not meet the cut-off score shall be given an 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 SY 2026-2027. Should the applicants want to update their documents/credentials, they must submit Letter of application, Personal Data Sheet (PDS), Checklist of Requirements and UPDATED documents only. If they opt to retain all of their scores, such intent shall be indicated in their application letter together with the PDS and Checklist of requirements.

5. Secondary teachers who are applying for Junior High School positions may also apply for Senior High School positions if they meet the qualifications for the desired position. In this case, applicants must prepare a separate folder and indicate the subject group for which they are applying. National Certificate (NC II) issued by TESDA is a must to qualify for any TVL SHS teaching item.

6. Applicants are advised to submit the documents listed in Annex A “List of Requirements” in one folder to the **school** he/she wishes to apply. Applicants are advised to use ear tabs and arrange all documents in the order mentioned in Annex A. Color coding in the submission of requirements shall be observed as follows:

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

7. Applicants are required to register in the following link:



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Elementary: [bit.ly/ELEMT1OnlineReg](http://bit.ly/ELEMT1OnlineReg)

Junior High School: [bit.ly/JHST1onlineReg](http://bit.ly/JHST1onlineReg)

Senior High School: [bit.ly/SHST1OnlineReg](http://bit.ly/SHST1OnlineReg)

No registration, no acceptance of application documents.

8. Deadline of submission of hard copies of application folder is on **January 27, 2026**. Applicants who failed to submit within the deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

9. 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.

10. 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 no. 6733 and as further amended by RA 10755.

11. Enclosed are the target timeline of the recruitment and selection activities, checklist of requirements, and qualifications standards of the vacant positions for easy reference.

12. For inquiries, contact Roel D. Balbareno at 09773941073.

13. Widest dissemination of this Memorandum is desired.

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

Encl.: As stated

Reference: N o n e

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

APPOINTMENT  
HIRING  
RECRUITMENT  
SELECTION

Roel D. Balbareno/OSDS/DM – call for applications for teacher i positions in kindergarten, elementary, junior high



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0005/January 5, 2026

school and senior high school for sy 2026-2027



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Annex A

I. List of Requirements

1. A letter of intent to apply addressed to the Schools Division Superintendent:

**RUTH D. ESTACIO PhD, CESO V**  
Schools Division Superintendent  
Alabel, Sarangani Province

For SHS, the intent letter must specify the track and strand the applicant wishes to apply.

2. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2025) in two (2) copies with latest passport size ID picture with Work Experience Sheet (Work Experience Sheet, if applicable);
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 (Trainings 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 performance prior to the assessment, if applicable;
10. Certified copy of Voter's ID and/or any proof of residency deemed acceptable by Schools Screening Committee;
11. NBI Clearance, if any;
12. Other documents that contain applicant's information and qualification 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 attached Certificate 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;



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- b. For Special Education applicants, scholastic records showing special education units earned and certification from school head of actual teaching learners with special needs, if any
- c. For Alternative Learning System (ALS) applicants, certification from school head as ALS facilitator
- 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 (PBEd); and

**13. Checklist of Requirements (access through this link:  
[bit.ly/Personneldownloadables](http://bit.ly/Personneldownloadables))**

Annex B

II. Qualification Standards



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A. Kindergarten to Grade 10 (Elem and Junior High) Applicants

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher I [SG 11]	BEED/BSED or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)

B. Senior High School

TRACK	POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
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	• Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring • Regular applicants for a contractual position: None Required • Practitioners
FOR THE ARTS & 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	years of hiring • Regular applicants for a contractual position: None Required • Practitioners
FOR THE	Teacher I	Bachelor's degree	None required	None required	(part time)



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SPORTS TRACK	(Senior High School) [SG 11]	majoring in fields under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track			only): None required
FOR THE required TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK	Teacher I (Senior High School) [SG 11]	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None required	At least NC II *Appropriate to the specialization	

C. Annex C

III. Target Timeline of Recruitment and Screening Schedule

Schedule	Activities	Person Responsible
January 8 – January 27, 2026	Submission of Application documents to the schools. Administrative Officer II (AO II) receives applications and verifies all documents as to completeness, authenticity and accuracy.	School Administrative Officer
January 15, 2026	In- person orientation of all Teacher I Applicants at Alabel Municipal Gymnasium. (8:00 am – 12:00 pm)	Human Resource Merit Promotion and Selections Board (HRMPSB)
January 26, 2026	Submission of Division Sub-selection Committee (DSSC) members to the Division Office Chairperson-PSDS/PIC Members: 1 MT (Elem) 1 MT (JHS/SHS) 1 SP/HT (Elem)	Division Sub-selection Committee (DSSC) Upload through this link: <a href="http://bit.ly/DSSCSY2026-2027">bit.ly/DSSCSY2026-2027</a> Name the file with the district-DSSC



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	1 SP/HT (JHS/SHS) Secretariats: 7 AO II; 1 lead secretariat 8 Demo-Teaching Observers (MT/SP/HT) 8 Teacher Reflection Checkers (SP/HT)	(e.g., Alabel 1-DSSC)
January 30, 2026	School AO II shall finalize the T1 application documents for submission to the DSSC	School AO
February 2, 2026	DSSC Secretariats received T1 application documents from School AO II	DSSC
February 4, 2026	Online Orientation of DSSC Chairperson and Co-chair	HRMPSB
February 11, 2026	Conducts Orientation on Demo Teaching Observers and TRF Checkers by District	DSSC
February 16-20, 2026	DSSC conducts initial evaluation as to the qualification of the applicants with the supervision of division HRMPSB	DSSC
February 23, 2026	Submission of Initial Evaluation Results (IER) by DSSC to Division HRMPSB	DSSC
February 27, 2026	Releasing of IER with announcement of schedule of Interview, Demonstration Teaching and Teacher Written Examination	HRMPSB, DSSC
March 2-6, 2026	Synchronous conduct of Demonstration Teaching and Teacher Reflection Written Examination per District.	HRMPSB, DSSC
March 9-13, 2026	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 the criteria; b. Consolidation of Demonstration Teaching results	HRMPSB, DSSC



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	c. Checking of Teacher Reflection (TR) Written Examination	
March 23-24, 2026	Finalization of CAR RQA per District	DSSC
March 30, 2026	Submission of draft CAR-RQA per municipality to Division HRMPSB	DSSC
April 8-10, 2026	Deliberation and Finalization of CAR-RQA by Division HRMPSB	HRMPSB
April 16, 2026	Conduct of Open Ranking System	HRMPSB
April 20, 2026	Division HRMPSB submits the CAR-RQA to the Schools Division Superintendent for approval	HRMPSB
TBA	Posting of RQA	HRMPSB