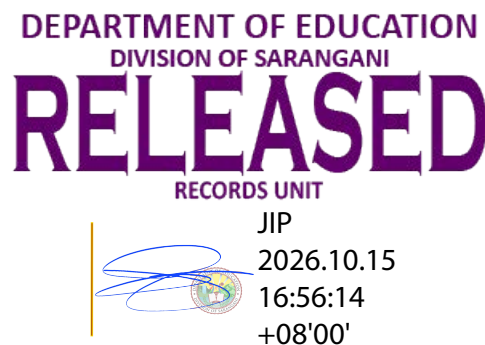




Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI



12 Oct 2026

DIVISION MEMORANDUM

OSDS-2026-104

CALL FOR APPLICATIONS OF TEACHER-IN-CHARGE FOR ELEMENTARY AND
SECONDARY SCHOOLS

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Public Schools District Supervisors/Principals-in-Charge
Public Elementary and Secondary School Heads
All Interested Applicants
All Others Concerned

1. The Department of Education – Schools Division Office of Sarangani is calling for applications for Teacher-in-Charge (TIC) of schools without full-fledged school heads.

2. Consistent with the Equal Employment Opportunity Principle (EEOP), this Division encourages all interested and qualified individuals to apply, regardless of age, sex, gender identity, sexual orientation, ethnicity, political affiliation, religion, socioeconomic status, or physical disability.

3. Applicants are required to register online by filling up personal data in this link bit.ly/DepEdSarApplicantsOnlineRegistration. The Personnel Unit will not accept application without online registration.

4. Interested applicants are advised to hand in or submit their application folders through courier addressed to:

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent
DepEd-Schools Division of Sarangani
Alabel, Sarangani Province

5. Applicants must submit their pertinent papers in one (1) hard green folder duly fastened with tabbing and arranged according to the order mentioned in the Checklist of Requirements and Omnibus Sworn Statement which can be accessed at <https://bit.ly/DepEdSaranganiDownloadables>.

6. 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 falsified and fraudulent documents submitted shall be grounds for disqualification.

7. The deadline for submission of application documents at the Personnel Unit is on **October 22, 2026**. Late applications will no longer be accepted.

8. Be guided by DepEd Order (DO) No. 19, s. 2022 (The Department of Education Merit Selection Plan) and DO 7, s. 2023 (Guidelines on the Recruitment, Selection, and Placement in the Department of Education) as the basis for the evaluation of application documents and computation of points to be used in the comparative assessment.



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone No.: (083) 508-2039
Website: www.depedsarangani.com
Email Address: sarangani@deped.gov.ph





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9. The target timeline on recruitment and selection process and checklist of requirements and omnibus sworn statement are provided in the enclosure for easy reference.
10. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.
11. Widest dissemination of this Memorandum is desired.

Digitally signed by Frinal
Nelyn Botes
Adobe Acrobat version:
2023.008.20470

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: As stated

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

RECRUITMENT
SELECTION

RDB/OSDS-PU/DM – call for applications Teacher-in-Charge
0802/October 12, 2026





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I. TARGET TIMELINE ON RECRUITMENT AND SELECTION PROCESS

Schedule	Activities
October 12-October 22, 2026	Submission of Application to Division Office
TBA	Conduct preliminary screening as to the qualification of applicants
TBA	Conduct of Interview and Assessment of Applicants HRMPSB Deliberation
TBA	Release of Comparative Assessment Result





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II. CHECKLIST OF REQUIREMENTS

Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission <small>(To be filled-out by the applicant; Check if submitted)</small>	Verification <small>(To be filled-out by the HRMO/HR Office/sub-committee)</small>	
		Status of Submission <small>(Check if complied)</small>	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 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 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:			
Designations for School Head/Supervisory Positions, if applicable			
NQESH Score (For School Principal Applicants)			
IPCRF/OPCRF parts I-IV internal applicants			
Certificate of General Weighted Average (GWA) or any document indicating GWA for positions that do not require experience			
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.



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