



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

August 18, 2026

DIVISION MEMORANDUM
No. 674____, s. 2026

**ACCEPTANCE OF APPLICATION FOR TEACHER IV, TEACHER V AND TEACHER VI
(JUNIOR HIGH SCHOOL)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V
Elementary and Secondary School Heads
Applicants
All Other Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the acceptance of application for the positions of Teacher IV, Teacher V and Teacher VI (Junior High School). Evaluation of the documents and ranking will be conducted within the schools of the following:

**Dr. Cecilio Putong National High School-Junior High School
Manga National High School
Mansasa National High School
San Isidro National High School**

2. For teachers who applied for Reclassification of the Expanded Career Progression (ECP), please verify first the Personnel Section of the Division Office for the status of your application. Those whose pertinent documents have not yet been transmitted to the Regional Office may also apply for the vacant position.

3. For the guidance of the applicants, below is the Minimum Qualification Standards for the said vacant position pursuant to Civil Service Commission.

Position Title (Parenthetical Title, if applicable)	SG	Minimum Qualification Standards (QS) (As prescribed by the Civil Service Commission)				Place of Assignment
		Education	Experience	Training	Eligibility	
Teacher IV (Secondary)	14	Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	3 years teaching experience	24 hours of training in any of or cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)	San Isidro National High School
Teacher V (Secondary)	15	Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	3 years teaching experience	24 hours of training in any of or cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)	Manga National High School
Teacher VI (Secondary)	16	Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	4 years teaching experience	24 hours of training in any of or cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)	Mansasa National High School

Teacher VI (Junior High School)	16	Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	4 years teaching experience	24 hours of training in any of or cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)	Dr. Cecilio Putong National High School-Junior High School
------------------------------------	----	--	-----------------------------	--	---	--

4. All interested applicants shall submit their application arranged in accordance with the sequence below to their respective schools of assignment on or before **August 28, 2026**:

- a. Letter of Intent addressed to the Schools Division Superintendent containing the following information;
 - i. Statement of purpose/ expression of interest; and
 - ii. Learning area/ subject group they intend to teach, if applicable;
- b. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, Revised 2026 with Work Experience Sheet;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License / ID;
- e. Photocopy of Certificate of Board Rating;
- f. 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 applicable;
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required Performance Ratings **with at least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of DepEd No. 020, s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- l. 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 pursuant to RA 10173 also known as Data Privacy Act of 2012, using the enclosed form (Annex C-1), notarized by authorized official;
- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators;

5. Please see **Annex C -1** Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV).

6. The **Comparative Assessment Result- Registry of Qualified Applicants (CAR-RQA)** and pertinent documents of the applicants must be submitted to the Records Section of the Division Office on or before **September 10, 2026**. No additional documents shall be accepted after the deadline.

7. For additional information on the hiring guidelines, kindly refer to DepEd Order No. 20, s. 2024 "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions" and DepEd Order No. 24, s. 2025 "Guidelines on the Implementation Of The Expanded Career Progression System for Teachers and School Heads in the Department Of Education."

8. This selection welcomes and gives equal employment opportunities to all. No applicants shall be discriminated against and/or denied access to opportunities for suitable employment.

9. Wide dissemination of this Memorandum is desired. For information, guidance, and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/OSDS/JAAL/amco

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 Parents: Yes () No ()

Application Code:

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 SDS			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet, if applicable			
c.	Photocopy of Voter's ID and/or any proof of residency			
d.	Photocopy of valid and updated PRC License/ID, if applicable			
e.	Photocopy of Certificate of Board of Rating			
f.	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			
g.	Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h.	Photocopy of Latest Appointment (for those applying for promotion)			
i.	Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j.	Photocopy of valid Technical Education and Skills Development (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMS), if applicable			
k.	Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position.			
l.	Checklist of Requirements, CAV, Data Privacy Consent Form			
m.	Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOV) for the assessment of identified PPST NCOIs			

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)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and (f) where 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.