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

Office of the Schools Division Superintendent

November 11, 2026

DIVISION MEMORANDUM
No. 956, s. 2026

ACCEPTANCE OF APPLICATION FOR TEACHER I POSITIONS (KINDERGARTEN, ELEMENTARY, SPECIAL NEEDS EDUCATION, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL SY 2027-2028)

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Section and Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the acceptance of application for Teacher I Kindergarten to Senior High School (Entry Level).

2. All interested applicants whether internal or external to DepEd, shall submit the following requirements needed for evaluation:

a. Letter of Intent addressed to the Schools Division Superintendent;
b. Duly accomplished updated Personal Data Sheet (PDS) (CS Form 212, Revised 2026) and Work Experience Sheet, if applicable;
c. Photocopy of valid and updated PRC License / ID;
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
e. Photocopy of scholastic / academic records, including Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units / degrees, if applicable;
f. Photocopy of Certificate/s of Training acquired **within the last five years**;
g. Photocopy of Certificate of Employment, Contract of Service, or Service Record, whichever is/are applicable;
h. Photocopy of latest appointment, if applicable;
i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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;
k. For TVL/TLE applicants: TESDA National Certificate (NC) and Trainers Methodology Certificate (TMC)
l. For Arts and Design and Sports Tracks applicants: Certification of Proficiency and Recognition

H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
http://www.depedtagbilaran.org

3. Interested applicants should apply online through Online Recruitment Management System (ORMS) via orms.depedtagbilaran.com. Make sure to upload the scanned copy of the documents in a PDF until **January 4, 2027** and to generate an application code. Attached in this memorandum is the application quick guide.

4. All applicants shall bring the original documents for verification during their Schedule of Demonstration (to be issued in a separate memorandum), the same documentary requirements that were uploaded and attached to their online application. The documents must be properly compiled in a **white legal-sized folder** with proper tabbing.

5. Teacher Applicants in the current RQA who were not appointed in the current school year, including those who did not meet the cut-off score may carry over their CAR-RQA scores and/or update their credentials without undergoing the entire hiring process for the next school year providing that it is stated on their Letter of Intent which scores or criteria they wish to retain, retake, or update. However, they still need to submit all the required documents especially training certificates even if the application is only for updating credentials.

6. The applicants assume full responsibility and accountability for the authencity and veracity of the documents submitted, as evidence by the duly accomplished Omnibus Sworn Statement. Any false and fraudulent document shall be grounds to disqualification.

7. For additional information on the hiring guidelines, kindly refer to **DepEd Order No. 007, s. 2023** titled **"Guidelines on Recruitment, Selection, and Appointment in the Department of Education."**

8. Other schedules related to the Selection Process will be issued in a separate memorandum.

9. All qualified applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliations. No applicants shall be discriminated against and/or denied access to opportunities for suitable employment.

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

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

For the SDS:

JOHN ARIEL A. LAGURA PhD
Assistant Schools Division Superintendent

WDB/OSDS/JAAL/amco

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Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: Application Code:
Position Applied For:
Office of the Position Applied For:
Contact Number:
Religion:
Ethnicity:
Person with Disability: Yes ( ) No ( )
Solo Parents: 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 Office or highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2026) 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 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;			
	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			

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

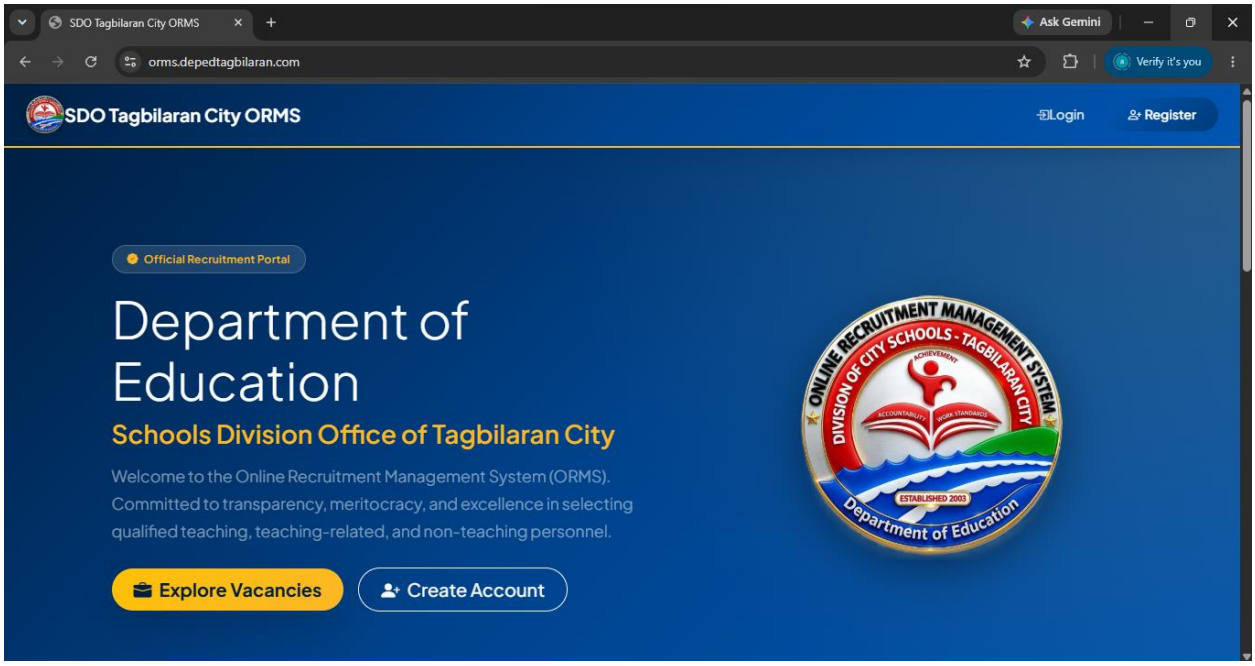
Subscribed and sworn to before me this _____ day of _____, year _____.

_____
Person Administering Oath

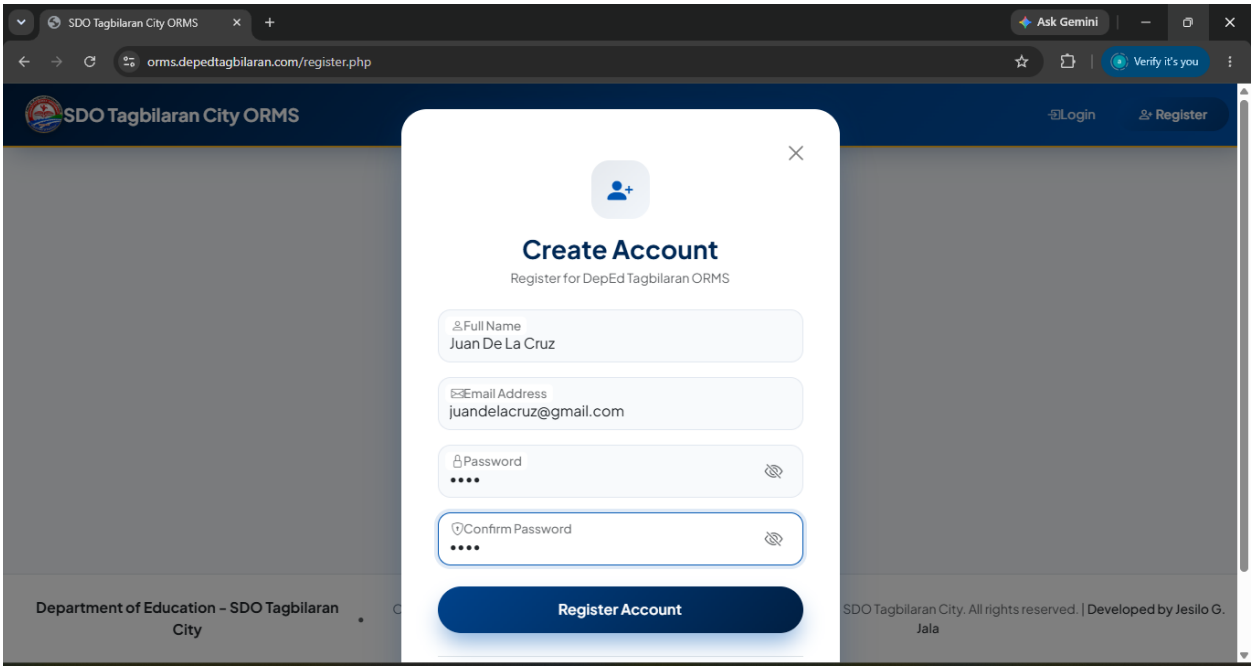
In consonance with Republic Act No. 8792 or the 'Electronic Commerce Act of 2000', (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic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

APPLICATION QUICK GUIDE

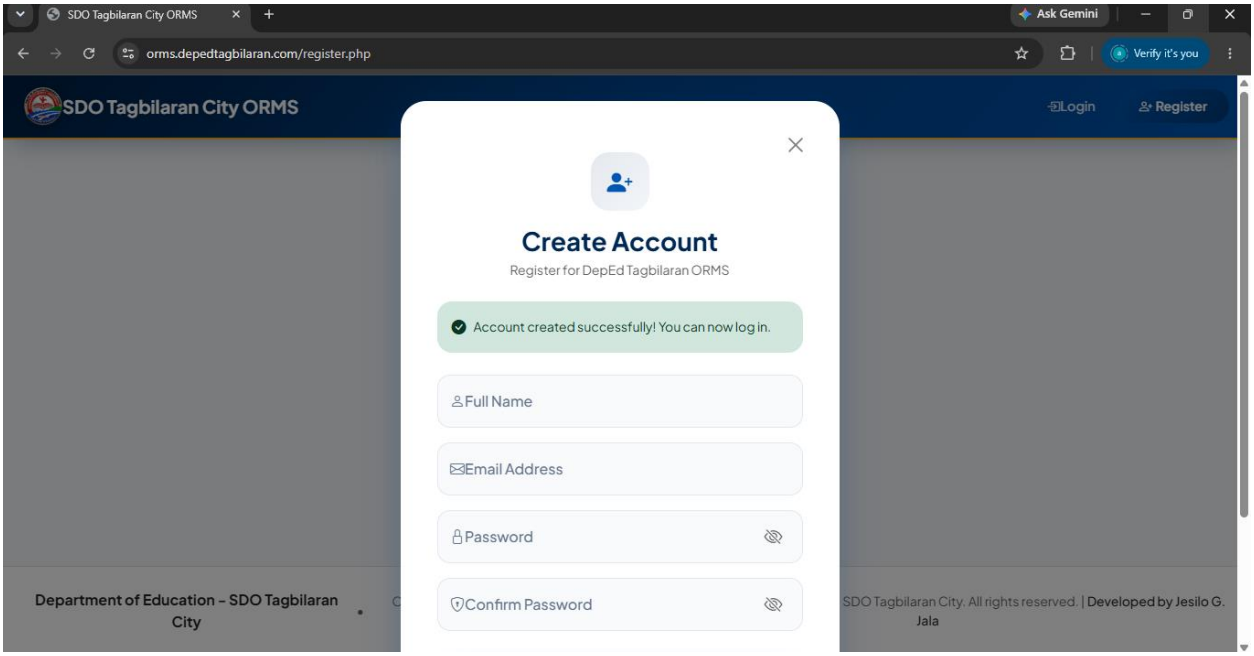
1. Open orms.depedtagbilaran.com. Select Login or Create Account



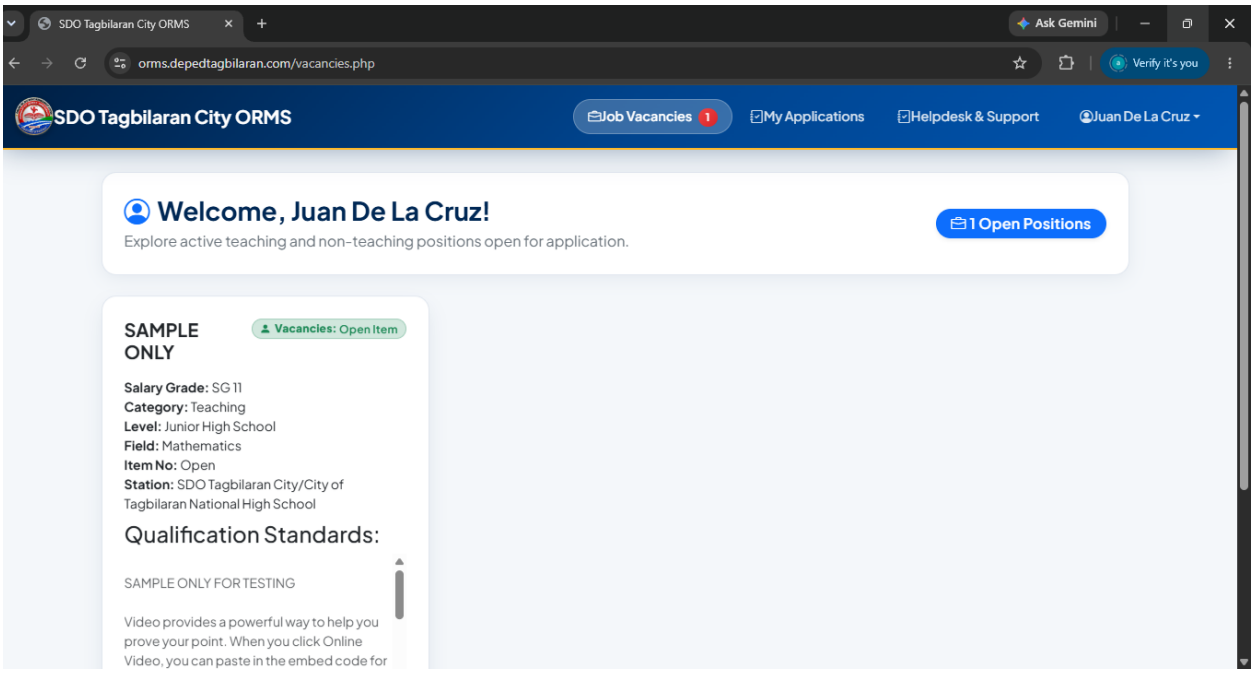
2. If you do not have an existing account, create or register account. Enter your full name. Provide an active email address. Create and confirm a password then click Register Account.



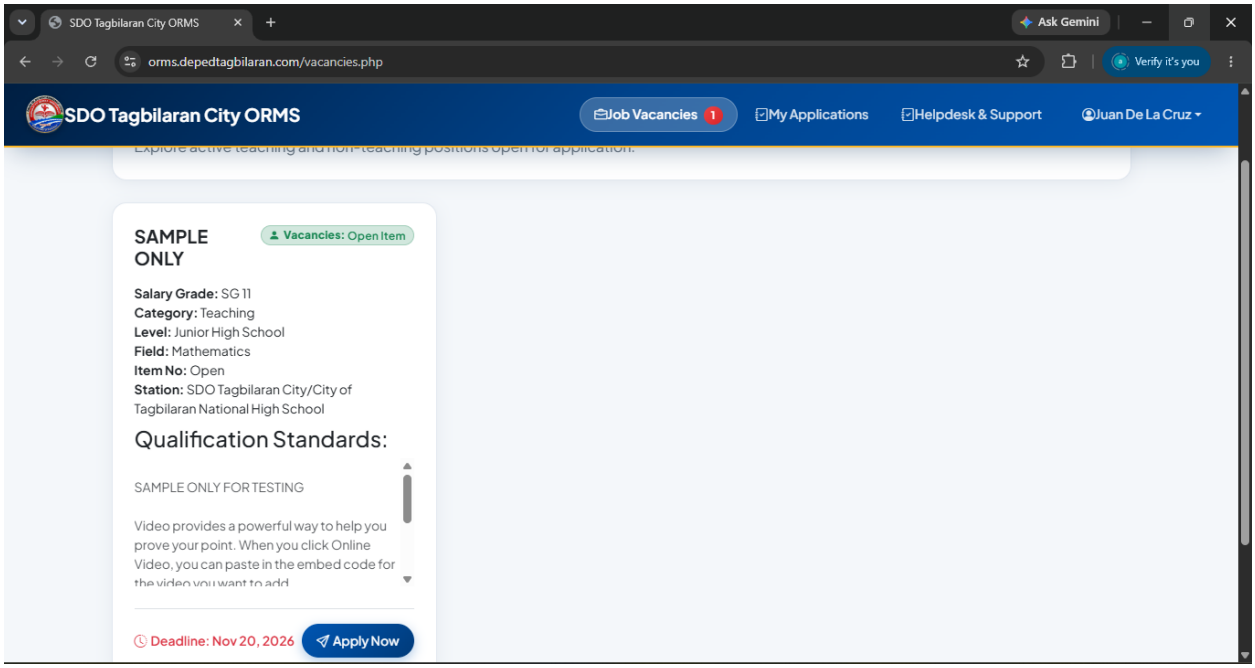
3. Once account is created, you can now log in.



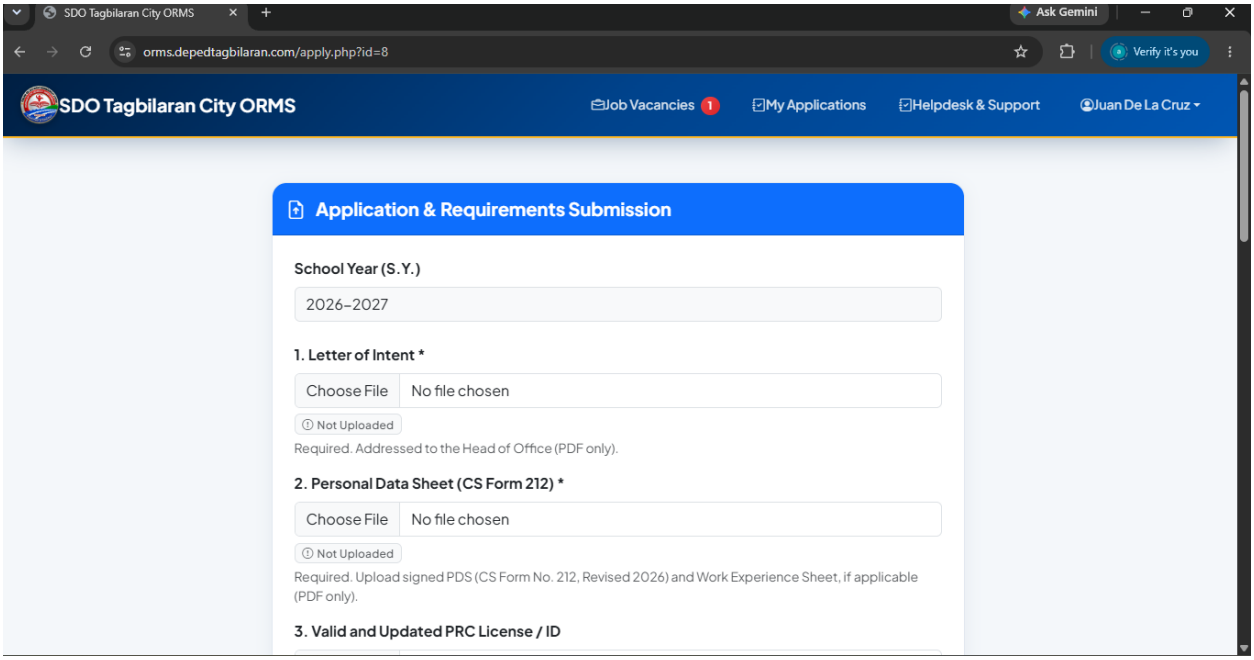
4. Click on the Job Vacancies option. Open the position you want to apply for.

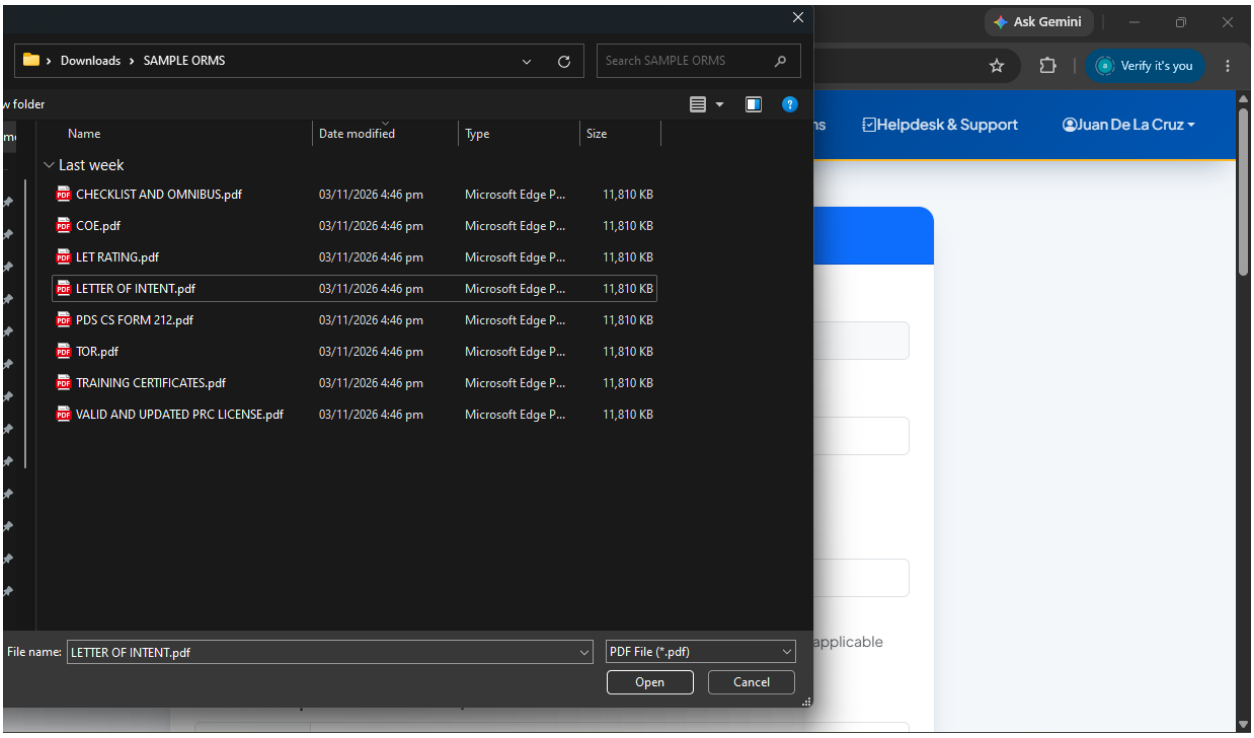


5. Click the Apply button.

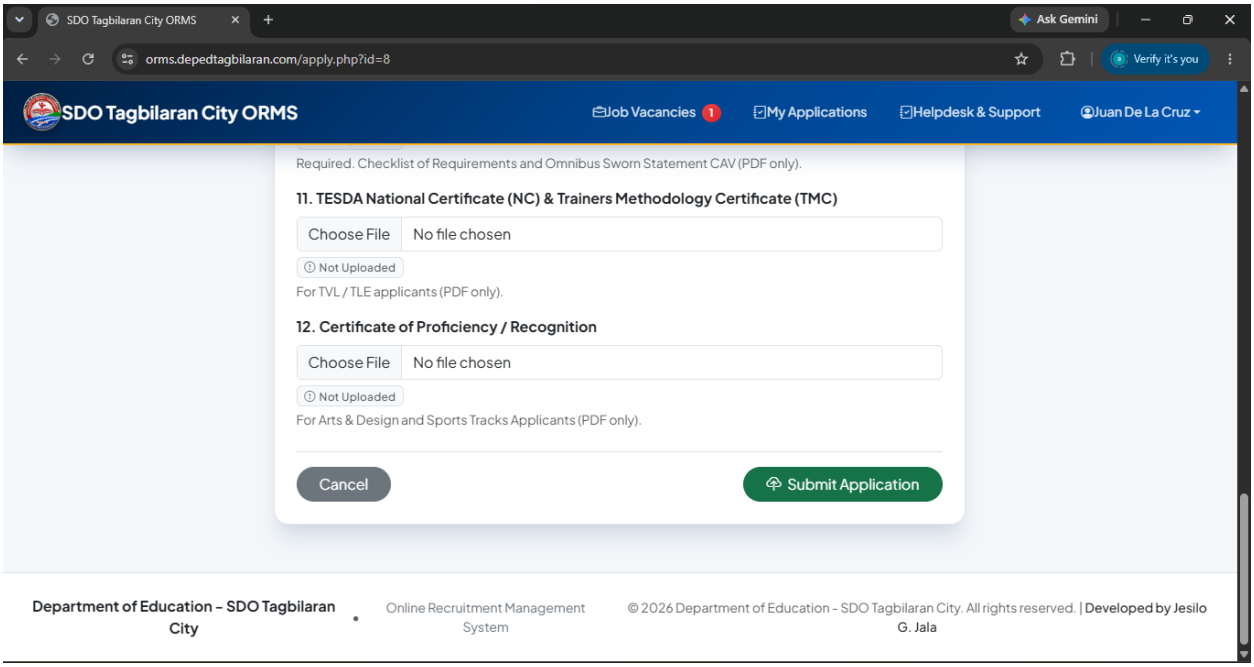


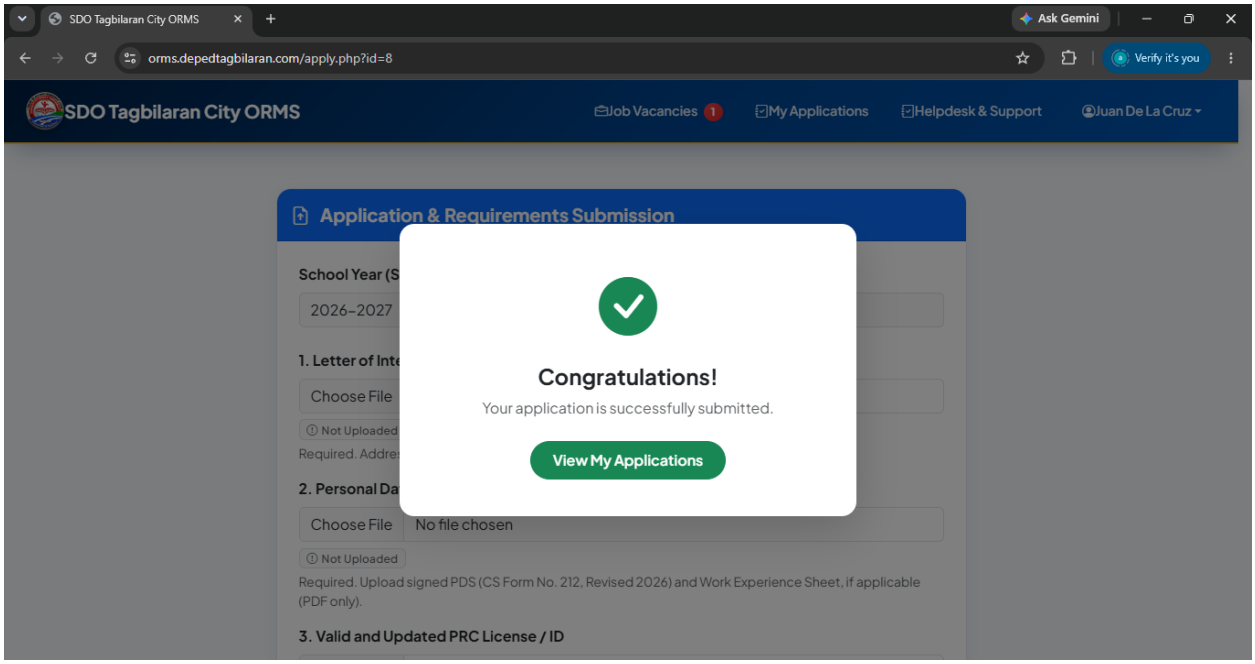
6. Upload scanned documents in PDF.





7. Review every section. Once all the documents are uploaded, click submit application.





8. Go to My Applications. Review each submitted application and track your status.

