



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. S. 2026

02-038

To: Asst. Schools Division Superintendent
Members of the Division HRMPSB
Division Chiefs and Personnel
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
This Division

CALL-UP OF APPLICATION FOR TEACHER I POSITION FOR REGISTRY OF QUALIFIED APPLICANTS (RQA) SCHOOL YEAR 2026-2027 FOR ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL LEVEL

1. Pursuant to DepEd Order No. 7, s. 2023, also known as the *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, the Schools Division Office announces the opening of applications for Teacher I (Kindergarten, Elementary, JHS, and SHS) positions. The Order mandates a systematic, merit-based, and competency-based selection process that upholds transparency, fairness, and equal opportunity in the hiring of public school teachers.
2. All applicants, new or old, must register with the online application form thru this link. <https://forms.gle/5LKgMveuAUvbVZyE8>



3. All qualified applicants regardless of gender, status, religion, persons with disability (PWD). Members of the LGBTQIA, SOGIE, and the likes are enjoined to submit their pertinent documents to the school of their choice in consideration of RA No. 8190 or Localization law not later than **February 23, 2026**. Mandatory documents for submission are as follows:
 - a. Letter intent address to the Schools Division Superintendent
MANUEL O. CABERTE
Schools Division Superintendent



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- b. Duly accomplished Personal Data Sheet (CS Form 212 Revised 2025) with work experience sheet.
- c. Photocopy of valid and updated PRC license card
- d. Photocopy of proof of Eligibility
- e. Photocopy of Transcript of Record with CAV
- f. Photocopy of Certificate/s of relevant training (if applicable)
- g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record whichever is applicable
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Evaluation Form in the last rating period covering one (1) full cycle 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 and Data Privacy concept form pursuant to RA 10173 (Data Privacy Act of 2012)
- k. Other documents as maybe required by the HRMPSB for Comparative Assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, Application of Learning and Development reckoned from the date of the last issuance of appointment and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance rating in item (i) is not relevant to the position to be filled, if applicable.

4. Applicants listed in the previous RQA who intend to retain or update their scores from SY 2025–2026 shall be required to submit a formal Letter of Intent, together with the necessary supporting documents relevant to the specific criteria they seek to update.”

5. Submission of pertinent documents must follow the color coding of folders per level of positions for easy identification and filing.

Kindergarten	Orange
Elementary	White
Junior High School	Violet
Senior High School	Yellow

6. Applications with lacking documents and/or submitted beyond the deadline shall not be considered and shall outright disqualify the applicant.



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7. The timeline for the conduct of the various activities along with the venue of the conduct of Demonstration Teaching and Teacher's Reflection Form is attached to this memorandum.
8. For immediate and wide dissemination.

Manuel O. Caberte
MANUEL O. CABERTE
Schools Division Superintendent

References:

DepEd order nos. 7, 24 s. 2025
Executive order no. 174 s. 2024

Inclusions:

Timeline of various activities

To be included in the perpetual index of the following:

HR-RSP HRMO PRIME-HRM

OSDS/HR/rmb



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TIMELINE OF ACTIVITIES FOR THE TEACHER I APPLICATION PROCESS

Date	Activity	Venue	Persons involve
February 9 to 23, 2026	Submission of Applications	All Schools of SDO Siargao	Applicants and School AO II
February 24 to 27, 2026	Assessment of the applicant's Education, Training and Experience (ETE) and Performance	Schools	AO II
March 2-6, 2026	Conduct of Demonstration Teaching and Teacher's Reflection Form	Union Elementary School and Union National High School	Division HRMPSB, PSDS, identified Evaluators and select AO II personnel.
March 9-13, 2026	Checking and validation of scores	Division Office	HRMPSB
March 16-27, 2026	Posting of Initial Results of the RQA SY 2026-2027	SDO Siargao website, Fb page, HR and School Bulletins	Division HRMPSB, School AO II personnel. <i>(Applicants are encouraged to comment or ask queries pertaining to their score)</i>
March 31, 2026	Release of Final Result of the RQA SY 2026-2027	SDO Siargao website, Fb page, HR and School Bulletins	Division HRMPSB, School AO II personnel.