



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

DIVISION MEMORANDUM

OSDS-2026- 017

To : Assistant Schools Division Superintendent
Public Schools District Supervisors
Elementary and Secondary School Heads
Human Resource Merit, Promotion and Selection Board
All Others Concerned

Subject : CALL TEACHER I APPLICANTS FOR SCHOOL YEAR 2026-2027

Date : January 19, 2026

Pursuant to DepEd Order No. 19, s. 2022 otherwise known as the Department of Education Merit Selection Plan, and DepEd Order No. 007, s. 2023 dated March 22, 2023 re: Guidelines on Recruitment, Selection and Appointment in the Department of Education, as amended by DepEd Order No. 021, s. 2024 dated December 23, 2024 this Office hereby announces the Call for Teacher I Applicants for School Year 2026-2027.

Applicants shall submit their pertinent documents to the school **nearest to their residence** from **February 19-20, 2026**.

- Submission of pertinent documents shall commence only after the Orientation of Teacher-Applicants to ensure that all required papers are correctly and properly submitted.
- Applicants shall apply for only one (1) level and one (1) school. Multiple applications across different levels or schools are strictly prohibited.
- Junior and Senior High School applicants shall specify their **area of specialization and track/strand**.
- Documents must be arranged with tabbing and filed in folders according to the following **color coding** for ease of reference.

- Elementary: Green
- Junior High School: Orange
- Senior High School: Red

New applicants shall submit one (1) labeled folder, Pertinent Papers for Application for [Teacher 1-level] enclosed with the following requirements, to wit:

- a. Application letter addressed to the Head of Office, MELANIE P. ESTACIO, PhD, CESO VI, Schools Division Superintendent:



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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- b. Duly accomplished PDS (Revised 2025) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Board Rating, if applicable;
- e. Photocopy of Scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate degrees (if with Master's Degree/Units). (Note: e-Cav must be submitted for Bachelor's Degree Graduate/Master's Degree Graduate or Master's Degree Unit Earner)
- 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. 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 No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), not notarized
- j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - k. Applicants shall submit a Voter's Certification from the Commission on Elections (COMELEC) that was issued within six (6) months preceding the deadline of application submission.

The Omnibus Sworn Statement shall be duly attested by the Chairman of the School Committee on the Submission and Receipt of Application Documents.

Request for retention or updating of points for Teacher I applicants (SY 2025-2026) shall be submitted, together with the necessary documents (if any), using the attached **Letter of Intent Form** for retention/update.

- **For retention of points**, the submission of a Letter of Intent shall suffice. No additional or supporting documents are required for this purpose.
- **For updating of points**, a letter of intent must be accompanied by the relevant documents requiring update.

The timeline for the hiring and selection process for Teacher I position are indicated below:

DATE:	ACTIVITY	VENUE/IN-CHARGE
January 20, 2026 - February 17, 2026	Posting of Information (Include posting of requirements indicated in DO # 007, s. 2023)	Respective School



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DATE:	ACTIVITY	VENUE/IN-CHARGE
February 2, 2026	Organization and submission of the School Screening Committee	Respective School (re: c/o HRMO)
February 18, 2026	Face to Face Orientation of Teacher-Applicants at Don Mariano Marcos Elementary School	HRMPSB
February 20, 2026	Deadline for the Submission of Pertinent Documents by Teacher-Applicants to the School	Respective School
February 27, 2026	<p>Deadline for the Endorsement of Pertinent Documents of Teacher-Applicants and Other Required Documents from the School to the District Committee (Hard and Electronic Copies)</p> <p>NOTE: The School Committee on Submission and Receipt of Application Documents shall ensure that all pertinent papers submitted by applicants are thoroughly checked and verified for completeness, authenticity, and veracity. The Committee shall likewise prepare the Initial Evaluation Result (IER) based on the verified documents.</p>	Documents Committee: By District c/o concerned PSDSs
March 2-6, 2026	<p>Observation of Classes-Demonstration Teaching</p> <p>NOTES:</p> <p>a. The Demonstration Teaching shall be conducted in a maximum of 30 minutes only portraying the complete parts of the teaching and learning process in consideration to classroom observable indicators appearing in the Classroom Observation Tool (as rereflected in DO # 007,s. 2023)</p> <p>b. Schedule of Individual Applicants shall be posted in the Human Resource Section Deped Digos City Division Facebook Page.</p>	Demonstration Teaching Committee (by District)



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DATE:	ACTIVITY	VENUE/IN-CHARGE
April 6, 2026	Administration of the Teacher Reflection Form (TRF) NOTE: Schedule of Individual Applicants shall be posted in the Human Resource Section Deped Digos City Division Facebook Page.	TRF Committee
April 10, 2026	Review of DO # 007,s. 2023 on Guidelines on Recruitment, Selection and Appointment on the Department of Education	HRMPSB and Documents Committee (by District)
April 13-17, 2026	>Evaluation of Applicants' Documents as to Education, Training, Experience and PBET/LET/LEPT Rating >Preparation of Comparative Assessment Results of Applicants	HRMPSB and Documents Committee (by District to be consolidated by the HRMPSB)
April 22, 2026	Face to Face Conduct of Validation (guided with Open Ranking System in consideration to Comparative Assessment Results)	HRMPSB and Documents Committee
April 24, 2026	Submission of Validated and Consolidated Result per District to the HRMO/HRMPS Secretariat	District Committee
April 30, 2026	Finalization of Comparative Assessment Results of the Registry of Qualified Applicants (CAR-RQA)	HRMO/HRMPSB Secretariat
May 11, 2026	Signing of CAR-RQA	HRMPSB, ASDS and SDS
May 15, 2026	Posting of Comparative Assessment Results of the Registry of Qualified Applicants (CAR-RQA)	HRMO/HRMPSB Secretariat

For guidance, compliance, and immediate dissemination.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Lead Ed Schools Division of Digos City
RECORDS SECTION

Enclosed: As stated

OSDS/AS/nm


DATE: 19 JAN 2026 TIME: 4:13 PM
BY: 



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Date

MELANIE P. ESTACIO, PhD, CESO VI

Schools Division Superintendent

Schools Division of Digos City

Roxas St., Barangay Zone II, Digos City

Madam:

I, _____, presently residing at _____,
submitted my application for the _____ level during School Year 2025-2026.

In this regard, I respectfully request my CAR-RQA score/s for SY 2025-2026 under then the
_____ level for the position of Teacher I be either retained ☐ or updated ☐ for
School Year 2026-2027. Should there be any applicable changes, I kindly request the updating
of my records in terms of _____.

Enclosed are the supporting documents for evaluation and validation by the HRMPSB. I hereby
affirm that all submitted documents are complete, genuine, and accurate, and I accept full
responsibility for the authenticity. I sincerely hope for your favorable consideration of this
request.

Respectfully yours,

Signature over printed name of applicant

Contact number: _____



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