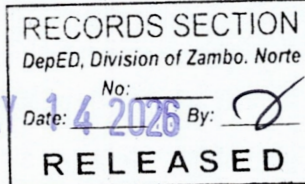




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

May 12, 2026

Division Memorandum

No. 256, s. 2026

**SUBMISSION AND RECEIPT OF DOCUMENTARY REQUIREMENTS AND
SCHEDULE OF THE COMPARATIVE ASSESSMENT FOR SPIMS TEACHER I
BENEFICIARIES IN DEPED DIVISION OF ZAMBOANGA DEL NORTE**

To: **Assistant Schools Division Superintendent
Public Schools District Supervisor
Education Program Supervisors
School Heads for Elementary and Secondary Level
All Other Concerned**

1. In reference to the hiring and deployment of the “*Sa Pinas Ikaw ang Ma’am at Sir*” (SPIMS) Employment Program of the Department of Education (DepED) and the Department of Migrant Workers (DMW) for the School Year (SY) 2026-2027 for the Elementary School and Junior High School and pursuant to DepEd Order No. 7, s. 2023, entitled *Guidelines on the Recruitment, Selection, and Appointment in the Department of Education* and DepEd Order No. 21, s. 2024, *Amendments to DepEd Order No. 7, s.2023* and *DM-OUHRODI-2026-0879*, this Division announces the **Submission and Receipt of Documentary Requirements of SPIMS Teacher I Beneficiaries who were unable to participate the Comparative Assessment for Regular Teacher I applicants dated February 23-26, 2026.**

2. SPIMS Beneficiaries are required to secure Division Unique Application Number (DUAN) through this link **depedzn.net** or **<https://depedzn.net/appreg>**, see **Enclosure No. 4**, print out the initial registration form and attach it as the top sheet of the application documents.

3. SPIMS Beneficiaries listed in **Enclosure No. 1** shall submit sequenced and organized pertinent documents to the **Schools Division Office – 201 Office** on or before **May 20, 2026, Wednesday**, with complete and correct tabbing as follows:

a. Letter of Intent addressed to:

MAJARANI M. JACINTO EdD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached Form (*Enclosure 2*), duly signed by the applicant.

c. Duly accomplished Personal Data Sheet (PDS) (CSC Form 212, Revised 2025) with Work Experience Sheet;

d. Photocopy of valid and updated PRC license/ID, if applicable;

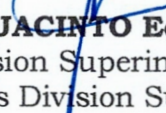
e. Photocopy of Certificate of Eligibility/Rating, if applicable;





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8. The venue and date of Demo Teaching - COI, TRF-NCOI, and ETE will be on **May 26, 2026, Tuesday, 8:00am at Katipunan National High School** for both elementary and junior high school.
9. In accordance with DO 7, s. 2023, Enclosure No. 1, Section V, Item D(40), "*In the event when face-to-face conduct of the comparative assessment and/or open ranking is not feasible, the HRMPSB may adopt the use of online platforms and other remote modalities and alternative strategies, as deemed practicable and applicable.*" SPIMS beneficiaries who are currently employed abroad may submit a video-recorded demonstration teaching or provide a link to the recorded demonstration teaching and send it to zn.hrmpsb@deped.gov.ph together with the duly accomplished TRF-NCOI on or before **May 26, 2026**.
10. Please be guided with the following Enclosures:
- Enclosure No. 1** – List of Qualified SPIMS Beneficiaries who have not yet undergone the Comparative Assessment.
 - Enclosure No. 2** – CSC Prescribed Minimum Standard
 - Enclosure No. 3** - Checklist of Requirements and Omnibus Sworn Statement;
 - Enclosure No. 4**- Procedure in the Submission and Receipt of Application;
11. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.
12. For information, guidance and compliance.


MAJARANI M. JACINTO EdD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

PSU/gdm/SPIMS/May12,2026



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Enclosure No. 1 of DM No. _____ s. 2026

**LIST OF QUALIFIED SPIMS BENEFICIARIES
(ELEMENTARY)**

1. ADJID, ERNALYN LABAY – Baliguian, Zamboanga del Norte
2. BAGAIPO, ELENA ZAMORA – Labason, Zamboanga del Norte
3. BEJO, CRISTINE SAPALLEDA – Kalawit, Zamboanga del Norte
4. HONDO, CRISTY ANN HALIMURAN – Tampilisan, Zamboanga del Norte
5. JONI, NASRAH ABDULHAMAN – Sibuco, Zamboanga del Norte
6. MABANTA, BRISA BRIONES – Minaog, Dipolog City
7. OROSA, MIRIAM MAE LUISEN – Langatian, Roxas Zamboanga del Norte
8. SUMALPONG, RUSSEL OBNIMAGA – Gutalac, Zamboanga del Norte
9. SUPILANAS, RENZ MAE BAUL – Bacungan, Leon B. Postigo, Zamboanga del Norte

JUNIOR HIGH SCHOOL

1. ACTUB, FRETZELL ANDUS – Mandih, Sindangan, Zamboanga del Norte
2. BAÑGA, MARY ANN EJAN – Liloy, Zamboanga del Norte
3. BUSTILLO, ELNA TONGCO – Godod, Zamboanga del Norte
4. ECHAVEZ, MICHELLE PUTI-AN – Salug, Zamboanga del Norte
5. ILAHAN, ALHAMID FERNANDO – Sirawai, Zamboanga del Norte
6. MONDOYO, ARLYN CALUNOD – Liloy, Zamboana del Norte
7. PANGILAYAN, JOHNY GINANTO – Tampilisan, Zamboanga del Norte
8. SAPALLIDA, CHERRY MAE ANDABON – Sindangan, Zamboanga del Norte
9. SERUELA, CHRISTINE JESSA OBORDO – Labason, Zamboanga del Norte



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Enclosure No. 2 of DM No. _____ s. 2026

CIVIL SERVICE COMMISSION (CSC) PRESCRIBED QUALIFICATION STANDARD

Position	Salary Grade	CSC Qualification
Teacher -I (Elem)	11 (30,024.00)	Education: Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education Experience: None required Training: None required Eligibility: RA1080, as amended (Teacher-Elementary/Secondary)
Teacher -I (JHS)	11 (30,024.00)	Education: Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education Experience: None required Training: None required Eligibility: RA1080, as amended (Teacher-Secondary)



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- f. Photocopy of scholastic academic records such as but not limited to; Transcript of Records (TOR) and Diploma including graduate and post graduate degrees, if available);
 - g. Photocopy of Certificate/s of training, if applicable;
 - h. Photocopy of Certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - i. Photocopy of latest appointment, if applicable;
 - j. Photocopy of the Performance Ratings in the last rating period/s covering one (1) year performance prior to the assessment, if applicable;
 - 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.
4. Pursuant to DO 19 s 2022, failure to submit mandatory documents on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.
5. In consonance with Electronic Commerce Act of 2000, which provides that “electronic documents shall have legal effect, validity and enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains integrity and reliability and can be authenticated so as to be usable for subsequent reference,” *online submission of electronic copies of the above enumerated documents may be allowed, subject of the hard copies request for purposes of verification.* SPIMS beneficiaries who are unable to personally submit the required documents to the Personnel Office for valid reasons may submit their scanned documents through the official HRMPSB email at zn.hrmpsb@deped.gov.ph or through an authorized representative. All documents must be complete and properly arranged in accordance with the prescribed checklist. Submission through courier services shall likewise be accepted.
6. The beneficiaries assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any **false and fraudulent** document submitted shall be grounds for disqualification per DepEd Order (No. 19 s. 2022).
7. *This Division adheres to the Equal Employment Opportunity Principle (EEOP), thus there shall be equal opportunity and non-discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation, provided they meet the minimum requirements of the position in accordance with the merit and fitness principle (2025 ORAOHRA Rule IX, Sec. 85). Applicants who are differently abled and solo parents must present their valid identification.*



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Enclosure No. 3 of DM No. _____ s. 2026

CHECKLIST OF REQUIREMENTS
 (REF. DepEd Order 7, s. 2023)

Name of Applicant: _____
 Position Applied For: _____
 School of the Position Applied for.: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()

DUAN: _____
 Contact Number: _____
 Religion: _____
 Solo Parent: Yes () No ()

BASIC REQUIREMENTS	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 of Office, or to the highest human resource officer			
b. 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			
c. Duly accomplished and sworn PDS (CS Form 212, Revised 2025) with work experience Sheet which can be downloaded at www.csc.gov.ph ;			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Eligibility/Report of Rating			
f. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, GWA including completion of graduate and post-graduate units/degrees			
g. Photocopy of Certificate/s of Training			
h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i. Photocopy of latest appointment, if applicable			
j. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment,			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> ➢ 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:

 HRMO/AO II Designate

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is 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.

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

 Name and Signature of Applicant

 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.





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Enclosure No.4 to DM No. _____, s. 2026

PROCESS to Obtain Division Unique Application Number (DUAN)

1. Create initial registration of application through **depedzn.net** or <https://depedzn.net/appreg>
 - 1.b. Update Personal Information
 - 1.c. Click Apply Now
 - 1.d. Select desired Position
 - 1.e. Click **Apply Now** Button
 - 1.f. Select District
 - 1.g. Select School/Office and click Continue
 - 1.h. Click Print Applicant Profile
 - 1.i. Download and Print (Attach Printout in the Application Documents)