



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION  
DepED, Division of Zambo. Norte  
No: \_\_\_\_\_  
Date: JAN 29 2026 By: \_\_\_\_\_  
**RELEASED**

**Office of the Schools Division Superintendent**

January 26, 2026

**Division Memorandum**

No. 46, s. 2026

**RECRUITMENT AND SELECTION OF TEACHER I FOR ELEMENTARY, JUNIOR HIGH SCHOOL (JHS) AND SENIOR HIGH SCHOOL (SHS) 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. The Schools Division of Zamboanga del Norte announces the conduct of activities for Recruitment and Selection of Teacher I for Elementary, Junior High School (JHS) and Senior High School (SHS) level stipulated in DepEd Order No. 7 s. 2023 and DepEd Order No. 21 s. 2024, Criterion and Point System for Hiring Teacher I Positions.

2. The Recruitment Selection and Appointment (RSA) process, schedules and activities shall be followed for the smooth flow of the assessment for the position of Teacher I.

3. All interested applicants are advised to submit their pertinent documents to the preferred districts through the Office of the Public Schools District Supervisor c/o District Designated Administrative Officer II on or before **February 9, 2026, Monday**, fastened in a **color-coded folder** with 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;

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;





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- 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. This Office **highly discourages multiple submission** of documents for the same level (i.e. Elementary, Junior High School and Senior High School). However, this is allowed for applicants who opt to apply in two or more levels.
5. Applicants are to observe the color-coding scheme of folders when submitting the documents. The following are the scheme.
- a. Kindergarten - Green
  - b. Elementary – Red
  - c. IPED/4P’s (Elem. And JHS) – Dark Blue with Label
  - d. SPIMS, DOST and Special Science Teacher – Green with Label
  - e. Special Education Teacher – Green with Label
  - f. Junior High School by Subject Area.
    - i. English - Orange
    - ii. Science - Yellow
    - iii. Mathematics - Brown
    - iv. Araling Panlipunan - Violet
    - v. Filipino - Pink
    - vi. Values Ed./ESP – Light Blue
    - vii. MAPEH – Dark Green
    - viii. TLE – Light Green
  - g. Senior High School
    - i. Academic Track / Electives -Transparent Blue
    - ii. Technical Professional Track / Electives – Transparent Violet
6. Applicants *who failed to submit the mandatory requirements (items a to j)* on the set deadline *shall not be included in the pool of official applicants under the Initial Evaluation Process*, hence, *additional documents shall no longer be accepted*. False and fraudulent documents submitted that are in contrast with the Omnibus Sworn Statement shall be ground for disqualification. All Applicants are to attend the Virtual Orientation to be conducted by the HRMPSB for instructions and clarifications, which schedule will be announced later.
7. 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.*



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8. This Division adheres to the Equal Employment Opportunity Principle (EEO), 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.

8. The venues and date of Demo Teaching - COI, TRF-NCOI, and ETE will be on the following;

<b>Cluster</b>	<b>Date</b>	<b>Districts</b>
Cluster 1	February 23, 2026	La Libertad, Mutia, Piñan, Polanco I & II, Rizal, Sergio Osmeñan I & II and Sibutad
Cluster 2	February 24, 2026	Katipunan I & II, Roxas I & II, and Manukan I and II
Cluster 3		Ponot(Jose Dalman), Sindangan North, Central, South and Siayan
Cluster 4	February 25, 2026	Bacungan(Leon Postigo), Godod, Salug I & II , and Liloy I and II
Cluster 5	February 26, 2026	Labason, Gutalac I & II, Kalawit, Tampilisan
Cluster 6		Siocon, Sirawai, Sibuco, Baliguian

9. The following enclosures will serve as guidance and reference to the District Ranking Committee.

- a. Enclosure No. 1 – CSC Prescribed Qualification Standard;
- b. Enclosure No. 2- Checklist of Requirements and Omnibus Sworn Statement;
- c. Enclosure No. 3- Procedure in the Submission and Receipt of Application;
- d. Enclosure No. 5- Schedule of Activities

10. This Memorandum shall serve as travel order for all involved in the 2026 Recruitment and Selection of Teachers I. Expenses incurred in the conduct of the activity shall be chargeable against Local/MOOE funds, subject to the usual accounting, auditing rules, and procedures.

11. For information, guidance, and compliance.

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



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Enclosure No. 1 of DM No. \_\_\_\_\_ s. 2026

**CIVIL SERVICE COMMISSION (CSC) PRESCRIBED QUALIFICATION STANDARD**

Position	Salary Grade	CSC Qualification
Teacher -I (Elem) (Kindergarten)	11 (30,024.00)	<b>Education:</b> Bachelor's degree in Education; <b>or</b> Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> RA1080, as amended (Teacher-Elementary/ Secondary)
Teacher -I (JHS)	11 (30,024.00)	<b>Education:</b> Bachelor's degree in Education; <b>or</b> Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> RA1080, as amended (Teacher-Secondary)
Teacher – I (Special Education)	14 (37,024.00)	<b>Education:</b> Bachelor's Degree in Education with specialization in Special Education (SPED) <b>Experience:</b> None Required <b>Training:</b> None Required <b>Eligibility:</b> PBET;Teacher
Teacher- I (SHS) <b>Academic Track and Core Subjects</b>	11 (30,024.00)	<b>Education:</b> Bachelor's degree with a major in the relevant strand/ subject plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject plus 18 professional units in Education <b>Training:</b> None Required <b>Experience:</b> None required <b>Eligibility:</b> RA1080, as amended (Teacher-Secondary)
<b>TechPro</b>		<b>Education:</b> Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education <b>Training:</b> National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization <b>Experience:</b> None required <b>Eligibility:</b> RA1080, as amended (Teacher-Secondary)





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Enclosure No. 2 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 2017) with work experience Sheet which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;			
d. Photocopy of valid and updated PRC License/ID, if applicable			
e. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
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 Certificate/s of Training, if applicable			
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, if applicable			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (j) is not relevant to the position to be filled.</li> </ul>			

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) (u)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. 3 of DM No. \_\_\_\_\_ s. 2026

**PROCEDURE IN THE SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS  
FOR TEACHER I POSITIONS**

1. All interested applicants, whether internal or external, should signify their interest in writing. Applicants are advised to submit sequenced, organized documents and are to observe the color-coding scheme as mentioned in paragraph 5 of this Memorandum.
2. Register your application and obtain the Division Unique Applicants Number (DUAN) by following the steps here:
  - a. Access: <https://depedzn.net/appreg>
  - b. Click the **New Application** tab and select the desired job position by clicking the **Apply Now** tab
  - c. Print out initial registration form by clicking **View Application > Print Applicant Profile** tabs and attach as top sheet/cover of the application documents.
3. **Secondary Applicants** shall upload soft copies of the following through this link [depedzn.net/link/SecondaryRQA2026](https://depedzn.net/link/SecondaryRQA2026) and shall attach a screenshot confirming that they have uploaded their documents together with their application documents.
  - a. Transcript of Records
  - b. Masteral Degree or units earned, if applicable;
  - c. National Certificate issued by TESDA (Valid), if applicable;
  - d. Trainers Methodology Certificate issued by TESDA (Valid) and TVET Certificate, if applicable;
  - e. PRC Rating
4. Upon submission, the Designated Administrative Officer II shall immediately check the completeness of the submitted documentary requirements using the Checklist of Requirements (Omnibus Sworn Statement).
5. Incomplete and/or late submission of mandatory requirements shall not be accepted. Individuals who fail to submit complete mandatory documents by the set deadline indicated in the official memorandum shall not be included in the pool of applicants.
6. Join the scheduled Orientation of Teacher Applicant on the chosen platform.
7. Ensure to access and accomplish QAME link for the activity.
8. Strictly follow the rules and regulations during the conduct the Comparative Assessment.



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Enclosure No. 4 of DM No. \_\_\_\_\_ s. 2026

DATE	ACTIVITY	PERSONS INVOLVED	Needed documents to be submitted to/prepared by: *District *Division
February 4, 2026 2:00pm	Division Online Orientation for Teacher I Applicants	HRMPSB, Teacher Applicants, SDO ITO, Dist. AO II	Through the Schools Division of Zamboanga del Norte Official Facebook Page ( <a href="#">DepEd Tayo - Schools Division of Zamboanga del Norte</a> )
February 10, 2026 2:00pm	Division Orientation on the process of Assessment and Hiring Guidelines for the screening Committee / Recruitment, Selection and Appointment	HRMPSB, Existing Division Sub-Committee and District Designate AO II and all Schools AO II	-Memorandum for the Orientation -Link for Orientation
January 29, 2026 - February 9, 2026	- Acceptance of documents in the district addressed to the SDS -Verification on the completeness and veracity of documents submitted	PSDS and <b>Sub -Committee for Documents Validation</b>	-Documentary Requirements based on the Omnibus Checklist.
February 11-13, 2026	-Initial evaluation on the Qualification of Applicants (Education, Training, Eligibility)	PSDS and <b>Sub -Committee for Documents Validation</b>	-Copy of the Initial Evaluation Result (IER)
February 16, 2026	(Submission of Soft Copies of IER to HRMPSB Head Secretariat)		-Submission of soft copy IER will be through <a href="https://depedzn.net/link/RQAIER2026">depedzn.net/link/RQAIER2026</a>



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<p>February 23-26, 2026</p>	<p>-Conduct of Comparative Assessment (CAR) to Qualified Applicants based on applicable guidelines            a.) PPST-COTs Demonstration Teaching (Philippine Professional Standards for Teachers-Classroom Observation Indicators)             b.) PPST-NCOIs/TRF (Non-Classroom Observable Indicators)</p>	<p>Division Screening Committee, District Sub-Committee, EPSs, School Heads, Master Teachers, Designated Sub-Committee, District Nurses, and Teacher Applicants             Division Screening Committee, District Sub-Committee, EPSs, School Heads, Master Teachers, Designated Sub-Committee, Teacher Applicants /   <b>HRMPSB Members</b>  <b>HRMPSB Secretariat</b></p>	<p>- Demonstration Teaching Rating Template, COT, Rubrics, Summary of Results (<b>Teacher applicants shall utilize the learning competencies for 4th Quarter Lesson</b>)             -Rubrics on Teacher Reflection Form (TPR)            -Summary of Results             - Individual Evaluation Sheet (IES) in Two copies (1 for applicant, 1 for SUB.COM.)</p>
<p>March 6, 2026</p>	<p>Submission of Comparative Assessment Result by the District Screening Committee and Review of CAR / CAR-RQA</p>	<p>Division Screening Committee, (HRMPSB) and Secretariat for consolidation.             Division Screening Committee, District Sub-Committee, EPSs, School Heads, Master Teachers, Designated Sub-Committee, Teacher Applicants.</p>	<p>**Result of Comparative Assessment Result (CAR)            **Result of Comparative Result-Registry Qualified Applicants (CAR-RQA)            **District AO II is in charge of CAR RQA.</p>
<p>March 20, 2026</p>	<p>Endorsement of the CAR, CAR-RQA to the SDS</p>	<p><b>HRMPSB/Secretariat</b></p>	<p>**Final Copy of CAR, CAR-RQA Comparative Assessment Result-Registry Qualified Applicants (<b>CAR-RQA</b>)</p>
<p>March 31, 2026</p>	<p>Release/posting of <b>CAR, CAR-RQA</b></p>	<p><b>HRMPSB/Secretariat</b></p>	<p>**<b>CAR-RQA</b></p>