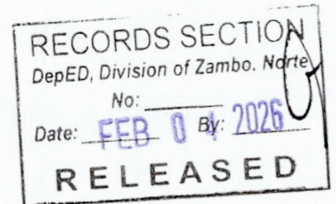




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

January 20, 2026

**Division Memorandum**

No. 70 s. 2026

**CALL FOR APPLICANTS FOR DESIGNATION AS TEACHER-IN-CHARGE (TIC)  
AND RENEWAL OF DESIGNATION AS TEACHER-IN-CHARGE (TIC) POSITIONS  
IN DEPED DIVISION OF ZAMBOANGA DEL NORTE**

**To: Public Schools District Supervisors  
School Heads for Elementary and Secondary Level  
Administrative Officer II  
All Others Concerned**

1. In line with Schools Division Office D4D (Decentralization, Devolution, Delegation and Deputization), where the conduct of primary selection of lower positions is decentralized and localized at the district level, this Division invites all interested and qualified applicants for Teacher-in-Charge (TIC) / Officer-in-Charge (OIC) positions.
2. All **designated TICs, SOICs who served more than 90 days, NASH passers who are not currently holding a school, Teacher III, Head Teachers who are not currently holding a school, interested and qualified applicants** should signify their interest in writing, download the **Checklist of Requirements (Enclosure No. 1)**, and submit sequenced with page numbers and organized pertinent documents per the applicable checklist in a folder with complete tabbing. Documents that are not sequenced and tabbed will not be accepted.
3. Applicants must secure **Division Unique Application Number (DUAN)** through this link [depedzn.net](http://depedzn.net) or <https://depedzn.net/appreg>, see **Enclosure No. 2**, print out the initial registration form and attach it as the top sheet of the application documents and submit it to the **preferred districts through the Office of the Public Schools District Supervisor c/o District Designated Administrative Officer II on or before February 2, 2026 until 5:00 pm only**. Pursuant to DO 19 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.
4. The procedures on the designation and renewal of designation as Teacher-In-Charge will adhere to the criteria and point system outlined in DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education and **Division Memorandum No. 622 s. 2024, "Localized Procedures on the Designation and Renewal of Designation as School Head and Teacher-In-Charge (TIC) in Public Schools" and DM 12 s. 2025.**



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



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5. The applicants 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).

**6. Qualification Standards for new TIC applicants:**

Position	Education	Experience	Training	Eligibility
Teacher-In-Charge	Bachelor's Degree in Elementary/Secondary Education or Bachelor's Degree w/18 units Professional Education Units	Teacher III	24 hours relevant training	Republic Act (RA) No. 1080, as amended (Teacher)

**7. For the schedule on the timeline of activities, please refer below:**

DATE	ACTIVITY	VENUE
<b>February 5, 2026</b> (Friday) 8:00am-5:00pm	Submission of Application Documents	<b>Preferred District</b>
<b>February 12, 2026</b> (Thursday) 8:00am-5:00pm	Deadline for Submission of Application Documents	<b>Preferred District</b>
<b>February 13 &amp; 16, 2026</b> (Friday & Monday) 8:00am-5:00pm	Initial Evaluation of Documents	<b>DISTRICT WHERE VACANCY EXIST</b>
<b>February 18 -20, 2026</b> (Wednesday-Thursday, Friday) 8:00am-5:00pm	Comparative Assessment ( <b>SKILLS TEST, WRITTEN EXAM, BEI and DOCUMENT VALIDATION</b> )	<b>DISTRICT WHERE VACANCY EXIST</b> <b>DIVISION HRMPSB SUB-COMMITTEE</b>



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<b>February 23, 2026</b> (Monday) 8:00am to 5:00pm	<b>Submission of CAR online</b> (a link will be provided on said date)	<b>DISTRICT WHERE VACANCY EXIST</b>
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7. The Comparative Assessment shall be conducted at the **District Office by the Division HRMPSB Sub-Committees**, which will evaluate and rank applicants based on established criteria to ensure a fair, transparent, and merit-based selection process.

8. This memorandum is to be posted in at least three (3) conspicuous places in the schools and/or districts.

9. This Division adheres to the Equal Employment Opportunity Principle (EEOP), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83).

For information, guidance and compliance.

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

HRMPSB/Personnel/TIC/001/01212026



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Enclosure No.2 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)



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