



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



January 5, 2026

DIVISION MEMORANDUM

No. 004, s. 2026

**SUBMISSION OF APPLICATION FOR TEACHER I POSITIONS IN KINDERGARTEN,
ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL
FOR SY 2026-2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Public Elementary and Secondary School Heads
Division HRMPSB and Sub-Committees
All Others Concerned

1. The Schools Division of Escalante City announces the commencement of the recruitment and selection process for teacher applicants in Kindergarten, Elementary, Junior High School, and Senior High School positions for SY 2026-2027.
2. The procedure and criteria for the evaluation of Teacher I applicants shall adhere to **DepEd Order No. 7, s. 2023, Guidelines on Recruitment, Selection, and Appointment in the Department of Education**, as amended by **DepEd Order No. 021, s. 2024**, and in accordance with **DepEd Order No. 19, s. 2022, The Department of Education Merit Selection Plan**.
3. The basic qualifications for each position are detailed in Enclosure No. 1 of this Memorandum.
4. Qualified and interested applicants shall submit two (2) application folders containing clear copies of the documents listed below to the Records Section of this office or to the nearest school within the Schools Division of Escalante City, on or before **5:00 PM of February 13, 2026**.

A. Letter of intent (Original) indicating the position(s) applied for addressed to:

PETER J. GALIMBA
OIC, Schools Division Superintendent

- B. Duly accomplished CSC Form 212 (Revised 2025) with the latest prescribed photo and Work Experience Sheet (if applicable) (Original)
- C. Authenticated Photocopy of PRC License (If applicable) (Photocopy)
- D. Authenticated Photocopy of Ratings in the LET/PBET (If applicable) (Photocopy)
- E. **Transcript of Records** & Diploma (duly certified photocopy from the original by the registrar with **certification of GWA**) (Photocopy)
- F. Certificate/s of Specialized Training (Photocopy)
- G. Appointment, Certificate of Employment, Contract of Service, or duly signed Service Record (for those with work experience) (Photocopy)
- H. Performance rating for the last rating period with certification (for those with work experience) (Photocopy)



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SCHOOLS DIVISION OF ESCALANTE CITY

- I. Certified copy of voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee (SSC) (Photocopy)
 - J. Other Means of Verification (MOVs) required in DO No. 7, s. 2023 (Photocopy)
 - K. Checklist of requirements and Omnibus Sworn Statement on the Certification of the Authenticity and Veracity (CAV) of the documents submitted and the Data Privacy Consent Form according to RA No. 10173 (Data Privacy Act of 2012), using the attached Form (Enclosure No. 2)
5. To relieve the applicants from unnecessary costs incurred during the application process, the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of a document submitted, as required under Section 20 of DO 007, s. 2023, **shall no longer be required to be notarized**. The aforesaid document shall henceforth be **required to be sworn before any public officer authorized to administer oath** pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act (RA) No. 6733 and as further amended by RA 10755.
6. The front cover of each folder should contain the applicant's name, position applied for, and level (Kindergarten, Elementary, Junior High School, Senior High School). **Junior High School applicants should indicate their area of specialization. For Senior High School, indicate the Subject Group of the track/strand applied for.** All documents must be arranged and labeled accordingly **with side tabbing**.
7. Remaining applicants on the current CAR-RQA who will not be appointed during the current school year, including those who did not meet the cut-off score, shall have the option to carry over their CAR-RQA scores and/or update their credentials without undergoing the entire hiring process for the next school year, provided they submit a Letter of Intent to participate in the subsequent hiring process, indicating their decision to carry over their CAR-RQA scores and/or update their documents.
8. Please refer to Enclosure No. 2 of the indicative timeline of activities. Kindly note that this timeline is subject to change depending on the volume of application documents received. Any changes to the schedule will be communicated through an official advisory from this office.
9. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000," which provides that "electronic documents shall have the legal effect, validity, or 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 its integrity and reliability and can be authenticated to be usable for subsequent reference," online submission of electronic copies of the above-enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification. Clear scanned copies of the application documents indicated in the succeeding item shall be submitted on or before the deadline to escalante.city001@deped.gov.ph.
10. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement



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duly signed by the applicant. **Any false and fraudulent document submitted shall be grounds for disqualification.**

11. Comparative Assessment Results of the Registry of Qualified Applicants (CAR-RQA) shall contain only the candidates who have met the **cut-off score of 50 points.**

12. The weight allocation or point system for each criterion is detailed as follows:

Teacher I in Kindergarten, Elementary, Junior High School, & Senior High School

Criteria (DepEd Order No. 7, s. 2022)	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. PBET / LET / LEPT Rating	10
e. PPST COIs (Classroom Observation/Demonstration Teaching)	35
f. PPST NCOIs (Teacher Reflection)	25
TOTAL	100

13. An orientation for prospective teacher applicants is scheduled on **January 30, 2026**, at **Escalante Central Elementary School gymnasium**, from **1:30 PM to 5:00 PM.**

14. In adherence to the Equal Employment Opportunity Policy of the Civil Service Commission and the principles of merit, fitness, fairness, and equality in hiring, this office highly encourages qualified persons with disabilities (PWD), members of indigenous communities, and individuals from any Sexual Orientation and Gender Identities (SOGI), political and religious affiliation to apply.

15. Expenses for the meals and snacks of the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) and its Sub-Committees during the conduct of the recruitment and selection process are chargeable to the Division MOOE, subject to the usual accounting and auditing rules and regulations.

16. Immediate dissemination of and strict compliance with this Memorandum are desired.


PETER J. GALIMBA
 OIC, Schools Division Superintendent

Reference: as stated

Enclosure: Enclosure No. 1 - CSC approved Qualification Standards per position

Enclosure No. 2 - Indicative timeline of activities

Enclosure No. 3 – Omnibus Sworn Statement & Data Privacy Consent

Allotment: Division Order No. 2, 2015

To be indicated in the perpetual index under the following subjects:

EMPLOYMENT POLICY TEACHERS DSC SSC HRMPSB SUB COMMITTEES



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Enclosure No. 1 of DM No. _____s. 2026

CSC APPROVED QUALIFICATION STANDARDS

POSITION TITLE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher I - Kindergarten	Bachelor's degree in Early Childhood Education (ECE) or its equivalent	None required	None required	RA 1080 (Teacher)
Teacher I - Elementary	Bachelor's Degree in Elementary Education; or bachelor's degree plus 18 professional units in education	None required	None required	RA 1080 (Teacher)
Teacher I - Junior High School	Bachelor of Secondary Education (BSEd); or bachelor's degree plus 18 professional units in education with appropriate major	None required	None required	RA 1080 (Teacher)
Teacher I - Senior High School (HUMSS)	Bachelor's degree with a major in the relevant strand/subject; or any bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	Regular applicants for a permanent position: R.A. 1080 (Teacher), if not, they must pass the LET within five (5) years of hiring
Teacher I - Senior High School (STEM)	Bachelor's degree with a major in the relevant strand/subject; or any bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	Regular applicants for a permanent position: R.A. 1080 (Teacher), if not, they must pass the LET within five (5) years of hiring
Teacher I - Senior High School (ABM)	Bachelor's degree with a major in the relevant strand/subject; or any bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	Regular applicants for a permanent position: R.A. 1080 (Teacher), if not, they must pass the LET within five (5) years of hiring
Teacher I - Senior High School (TVL)	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None required	At least NC II *Appropriate to the specialization	Regular applicants for a permanent position: R.A. 1080 (Teacher), if not, they must pass the LET within five (5) years of hiring
Teacher I - Senior High School (A&D)	Bachelor's degree with a major in field(s) under the Track; or any bachelor's degree plus at least 15 units of specialization in the relevant subject	None required	None required	Regular applicants for a permanent position: R.A. 1080 (Teacher), if not, they must pass the LET within five (5) years of hiring
Teacher I - Senior High School (SPORTS)	Bachelor's degree with a major in field(s) under the Track; or any bachelor's degree plus at least 15 units of specialization in the relevant subject	None required	None required	Regular applicants for a permanent position: R.A. 1080 (Teacher), if not, they must pass the LET within five (5) years of hiring



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Enclosure No. 2 of DM No. 001 s. 2026

**INDICATIVE TIMELINE OF ACTIVITIES FOR THE RECRUITMENT AND
SELECTION OF TEACHER I APPLICANTS**

DATE / TIME	ACTIVITY	OFFICER INCHARGE / VENUE
January 5, 2026	Issuance of Division Memorandum announcing the opening of Recruitment & Selection process	SDO Bulletin Boards, social media, website
January 30, 2026, 1:30 PM - 5:00 PM	Orientation of Teacher I applicants	HRMPSB / Escalante CES Gymnasium
February 13, 2026	Deadline of the submission of application documents	Records Section
February 27, 2026	Releasing of Initial Evaluation Results (IER)	Bulletin Boards, Personnel Section FB Account
March 2, 2026	Application documents and IER will be forwarded to the HRMPSB Sub Committees	Personnel Section, HRMPSB Sub Committees
March 3, 2026	Start of deliberation of the HRMPSB and evaluation of application documents	HRMPSB Sub Committees
March 9-13, 2026	Assessment of Classroom and Non-Classroom Observable Indicators (Demonstration Teaching & TRF)	*SHS Applicants - Old Pob. NHS *JHS Applicants - Escalante NHS *Kinder & Elementary Applicants - ECES
March 16-31, 2026	Consolidation of the results of the evaluation	Personnel Section
April 1-16, 2026	Results validation	HRMPSB
April 30, 2026	Signing and releasing of Comparative Assessment Results	ASDS Office, Bulletin Boards, Personnel Section FB Account

Note: If there are any changes to the schedule due to unforeseen circumstances, applicants will be notified via text message and through the applicants' Messenger community.



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled out by the HRMO/HR Office/sub committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. 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			
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. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, 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 Consent Form			
k. Other documents as may be required for comparative assessment:			
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:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are 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.

 Name and Signature of Applicant

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

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (c)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.