



Republic of the Philippines  
**Department of Education**  
 REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



Office of the Schools Division  
 Superintendent

**DIVISION MEMORANDUM**

No. 45, s. 2025

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Administrative Officers  
 School Heads  
 Teachers and Non-Teaching Personnel  
 Others Concerned

**DATE:** January 27, 2025

**SUBJECT: CALL FOR APPLICATION FOR TEACHING POSITIONS FOR SY 2025-2026**

1. In reference to DepEd Order No. 19, s. 2022 and DepEd Order No. 007, s. 2023, the Schools Division Office of Dagupan City through the Human Resource Merit Promotion and Selection Board is now accepting applications for Teacher I positions in the Kindergarten, Elementary, Junior High School, and Senior High School for SY 2025-2026.

2. All interested and qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.

3. As specified in DepEd Order No. 7, s. 2023, applicants to TEACHER I shall be rated as follows:

Education	Training	Experience	PBET/LET/LEPT Rating	PPST COI (Classroom Observable Indicators)	PPST Non COIs (Teacher Reflection)	TOTAL
10	10	10	10	35	25	100

4. Interested applicants are required to submit **two (2) sets of folders** containing the following documentary requirements for application:

- Letter of intent addressed to the SDS;
- Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- 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;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;



Address: Burgos St., Poblacion Oeste, Dagupan City  
 Telephone No: (075) 615-2645 | 615-2649  
 Website: [depeddagupan.com](http://depeddagupan.com)  
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- h. Photocopy of latest appointment, if applicable;
  - i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Enclosure No. 1), notarized by authorized official.
5. Deadline for submission of abovementioned documentary requirements shall be on **FEBRUARY 28, 2025**. Individuals who failed to submit mandatory documentary requirements (items a to j) on the set deadline shall not be included in the pool of official applicants.
6. No additional documents shall be accepted after the deadline.
7. Submission of applications may be done thru any of the following modes:  
7.a Personal submission to the Division Office Records Section (*preferred mode*); or  
7.b Online submission thru the official email address (*ONLY if personal submission is not practicable*): [depeddagupanhr@gmail.com](mailto:depeddagupanhr@gmail.com). The scanned copies of the application documents shall be saved in one file only with filename in this format: *level\_full name of applicant (ex. ELEM\_Juan C. Dela Cruz)*.
8. Applicants should first submit application documents to the Personnel Unit for initial verification as to the completeness of the requirements before it can be stamped "received" at the Records Section.
9. For applicants who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent the next working day.
10. Before the submission of application documents, whether thru personal delivery or email, applicants shall register online thru this link:  
**<https://tinyurl.com/SDODC-RegofApplicants20252026>**
11. Below are the qualification standards for the position:

Position Title/ Salary Grade	Monthly Salary	Qualification Standard (QS)			
		Education	Training	Experience	Eligibility
Teacher I / SG 11	P30,024	<b>For Elementary:</b> Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in education <b>For Junior High School:</b> Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in education with appropriate major	None required	None required	RA 1080 (Teacher); LET / PBET



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Position Title/ Salary Grade	Monthly Salary	Qualification Standard (QS)			
		Education	Training	Experience	Eligibility
<b>For Senior High School - Academic Track and Core Subjects</b>					
Teacher I / SG 11	P30,024	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units in specialization in the relevant strand/subject	None required	None required	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring
<b>For Senior High School - Sports Track and Arts and Design Track:</b>					
		Bachelor's degree with a major in field(s) under the track; or any bachelor's degree plus 15 units of specialization in fields under the track	None required	None required	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring
<b>For Senior High School - Technical-Vocational and Livelihood Track:</b>					
		Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NCH (Appropriate to the specialization)	None required	LET/PBET; if not LET/PBET, they must pass the LET within five (5) years after the date of first hiring

12. The functions of the position are as follows:
- Applies mastery of content knowledge and its application across learning areas;
  - Facilitates learning using appropriate and innovative teaching strategies and classroom management practices;
  - Manages an environment conducive to learning;
  - Addresses learner diversity;
  - Implements and supervises curricular and co-curricular program to support learning;
  - Monitors and evaluates learner progress and undertakes activities to improve learner performance;
  - Maintains updated records of learners' progress;
  - Counsels and guides learners;
  - Works with relevant stakeholders, both internal and external, to promote learning and improve school performance;
  - Undertakes activities towards personal and professional growth;
  - Does Related work.

13. Below is the schedule of activity:

Activity	Timeline	Remarks
a. Submission of Application Documents	February 1-28, 2025	<b>Closing time</b> for acceptance of applications on the last day of submission: <b>Division Office Records Section:</b> exactly 5:00PM <b>Online submission:</b> 12 midnight



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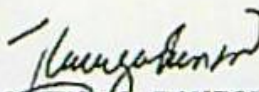


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b. Posting of Initial Evaluation Result (IER) / List of Official Applicants	March 5, 2025	Official list of applicants will be posted in 3 conspicuous places in the Division Office and the Division Official website (depeddagupan.com)
c. Orientation of Applicants	March 6-7, 2025	Details of the activity will be given in a separate memorandum
d. Conduct of Evaluative Assessment		
- Classroom Observation/ - Demonstration Teaching	March 11 - 28, 2025	
- Teacher Reflection	March 11 - 28, 2025	
- Assessment of Documents for Education, Training, Experience, and PBET/LET/LEPT, and - Issuance of Individual Evaluation Sheet	April 1-4, 2025	
e. Submission of Comparative Assessment Result- Registry of Qualified Applicants (CAR-RQA) to the Appointing Authority	April 11, 2025	
f. Posting/Publication of CAR-RQA	April 16, 2025	To be posted in the division official website (depeddagupan.com) and in 3 conspicuous places of the division office

14. Applicants who applied in SY 2024-2025 but are not yet hired may have the option to retain or update their scores;
15. Applicants whose undergraduate degree is Elementary Education can only apply for Elementary Teaching Position.
16. Travel and incidental expenses of all HRMPSB and its sub-committee relevant to the conduct of the assessment of Teacher applicants shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
17. For information and guidance.

  
**ROWENA C. BANZON EdD, CESO V**  
 Schools Division Superintendent



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**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_  
*(to be filled-out by HR Office)*

Position Applied for: \_\_\_\_\_

Level:  ELEMENTARY  JHS  SHS

If JHS, indicate Major/Specialization: \_\_\_\_\_

If SHS, indicate Strand/Track: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

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 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, of 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 deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			

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 purpose 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", (e)lectronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic documents if the said electronic documents maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.