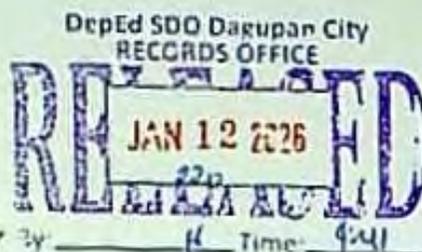




Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
 Superintendent

January 12, 2026

DIVISION MEMORANDUM

No. 26, s. 2026

CALL FOR APPLICATION FOR TEACHER I POSITION FOR SY 2026-2027

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 2026-2027.

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/ LEFT Rating	PPST COI (Classroom Observable Indicators)	PPST Non-COI (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, which **MUST** be properly labelled.

- Letter of intent addressed to the SDS;
- Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2025) 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;
- Photocopy of latest appointment, if applicable;
- Photocopy of Performance Rating in the last rating period(s) covering one



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 Website: depeddagupan.com
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- (i) 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 of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (can be accessed thru this link: <https://tinyurl.com/SDODCChecklist1>)
5. Deadline for submission of abovementioned documentary requirements shall be on **FEBRUARY 16, 2026**. 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. Applicants who applied in SY 2025-2026 but are not yet hired may have the option to retain or update their scores by submitting a letter of request for retention addressed to the Schools Division Superintendent.
8. 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. 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**).
9. 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.
10. 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.
11. Before the submission of application documents, whether thru personal delivery or email, applicants shall register online thru this link:

<https://tinyurl.com/SDODC-ReqofApplicants20262027>



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12. Below are the qualification standards for the position:

Position Title/ Salary Grade	Monthly Salary	Qualification Standard (QS)			
		Education	Training	Experience	Eligibility
Teacher I / SG II	P 30,024	For Elementary and Junior High School: Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Elementary/Secondary)

Position Title/ Salary Grade	Monthly Salary	Qualification Standard (QS)			
		Education	Training	Experience	Eligibility
For Senior High School - Academic Track and Core Subjects					
Teacher I / SG 11	P 30,024	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 in specialization in the relevant strand/subject plus 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Secondary) for permanent
		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 for provisional and contractual appointments must pass the LET within 5 years after the



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					date of first hiring
For Senior High School - Sports Track					
Teacher I/ SG 11	P 30,024 G	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports track plus 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Bachelor's degree with a major in field(s) under the Sports Track; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports track			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the date of hiring</i>
For Senior High School - Arts and Design					
Teacher I/ SG 11	P 30,024 A	Bachelor's degree in Music, or Arts, or Fine Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses plus 18 professional units in Education; or any Bachelor's degree plus Diploma/Certificate of Completion in any of the relevant fields, and 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		Bachelor's degree in Music, or Arts, or Fine			None required for provisional



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		Arts, or Interior Design, or Architecture, or Theatre, or Performing Arts, or Media Arts, or Literature, or Fashion Design, or Photography, or other allied courses; or any Bachelor's degree plus Diploma/Certificate of Completion in any of the relevant fields, and 18 professional units in Education			and contractual appointments <i>must pass the LET within 5 years after the first date of first hiring</i>
For Senior High School - Technical Vocational (TVL) Track					
Teacher I/ SG 11	P 30,024	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	None required	National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization	RA 1080, as amended (Teacher-Secondary) for permanent appointments
		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			None required for provisional and contractual appointments <i>must pass the LET within 5 years after the first date of first hiring</i>

13. The functions of the position are as follows:

- a. Applies mastery of content knowledge and its application across learning areas;
- b. Facilitates learning using appropriate and innovative teaching strategies and classroom management practices;
- c. Manages an environment conducive to learning;
- d. Addresses learner diversity;
- e. Implements and supervises curricular and co-curricular program to support learning;



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- f. Monitors and evaluates learner progress and undertakes activities to improve learner performance;
- g. Maintains updated records of learners' progress;
- h. Counsels and guides learners;
- i. Works with relevant stakeholders, both internal and external, to promote learning and improve school performance;
- j. Undertakes activities towards personal and professional growth;
- k. Does Related work.

14. Below is the schedule of activities:

Activity	Timeline	Remarks
a. Submission of Documents	January 13, 2026 to February 12, 2026	Closing time for acceptance of applications on the last day of submission: Division Office Records Section: exactly 5:00PM Online submission: 12 midnight
b. Posting of Initial Evaluation Result (IER)/ List of Official Applicants	February 16, 2026	Official list of applicants will be posted in 3 conspicuous places in the Division Office and in the Division Official website (depeddagupan.com)
c. Orientation of Applicants	February 17-18, 2026	Details of the activity will be issued in a separate memorandum
d. Conduct of Evaluative Assessment		
- Classroom Observation/Demonstration Teaching	February 23-27, 2026	
- Teacher Reflection (NCOI)	February 23-27, 2026	
- Assessment of Documents for Education, Training, Experience, and PBET/LET/LEPT; and - Issuance of Individual Evaluation Sheet	April 2026	
e. Submission of Comparative Assessment Result- Registry of Qualified Applicants (CAR-RQA) to the Appointing Authority	April 2026	

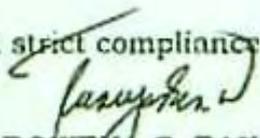


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f. Posting/Publication of CAR-RQA	April 2026	To be posted in the division official website (depeddagupan.com) and in 3 conspicuous places of the division
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15. Applicants who **FAIL** to appear in **ALL** scheduled dates shall not be included in the official pool of applicants for ranking and selection.
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 immediate dissemination and strict compliance.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



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