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

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Office of the Schools Division Superintendent

September 17, 2026

DIVISION MEMORANDUM
No. 527, s. 2026

CALL FOR APPLICATION FOR RELATED TEACHING AND HIGHER TEACHING POSITIONS

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

1. The Schools Division Office of Dagupan City through Human Resource Merit Promotion and Selection Board (HRMPSB) is now accepting application for the following vacant positions:

2.

Position Title/ SG/ Monthly Salary/ Item Number	Education	Training	Experience	Eligibility	Place of Assignment
Public Schools District Supervisor /SG 22/ Php 81796 Item number: PSDS-60271-1998	Master's Degree in Education or other relevant Master's Degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)	CID

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Teacher III/ SG 13/ Php 36125.00 Item number: TCH3-61151-2020	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher - Secondary)	ECIS
Teacher II/ SG 12/ Php 33947.00 Item number: TCH2-60052-2012 TCH2-60330-2022 TCH2-61927-2017 TCH2-60051-2010	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher - Elementary/Secondary)	Elementary; Salapingao NHS
Teacher II/ SG 12/ Php 33947.00 Item number: TCH2-60032-2020	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 6 units towards Master's degree in the relevant strand/subject plus 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year experience in teaching or industry work in relevant strand/subject	RA 1080, as amended (Teacher-Secondary)	SHS

3. The job description for the abovementioned vacant positions is attached to **Enclosure No. 1.**

4. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the

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selection criteria set forth in DepEd Order No. 007, s. 2023 and DO 24 s. 2024, prior to submission of application documents.

5. **CHECKLIST OF REQUIREMENTS**

RELATED TEACHING POSITIONS

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 2025) 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 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

Scan QR code for the template of checklist or it may access thru this **https://tinyurl.com/checklistNTRTSA**

k. Other documents as may be required for comparative assessment, such as but not limited to:
   a. 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

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b. 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

TEACHING POSITION

a. Letter of intent addressed to the SDS containing the following information:

i. Statement of Purpose/ Expression of interest

ii. Position applied for

b. Duly accomplished PDS not required to be notarized (CS Form 212, Revised 2025 with Work Experience Sheet);

c. Photocopy of valid and updated PRC License/ID;

d. Certificate of Competency level issued by authorized body (if applicable);

e. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);

f. Photocopy of duly signed Service Record;

g. Photocopy of latest appointment;

h. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/ s of relevant specialized trainings or professional development programs, if any;

i. Photocopy of Technical Education and Skills Development Authority (TESDA)National Certificate (NC) II, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);

j. Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating (*Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 14 of Enclosure 2 of Deped Order 24, s2025. The latest performance rating shall cover one (1) year complete performance rating period in the current position);*

k. 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 (Annex C-2);

Scan QR code for the template of checklist or it may access thru this https://tinyurl.com/checklistTPersonnel

1. Other documents as may be required by the HRMPSB including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

6. Applicants are required to **submit in hardcopy, 2 set of folders** with **notarized** Omnibus Sworn Statement and Checklist of Requirements mentioned above.

7. Applicants are hereby advised to bring the original copies of all submitted documentary requirements on the paper assessment date for verification and authentication by the Human Resource Merit Promotion and Selection Board (HRMPSB).

8. Applicants are **required to register** via the link provided below and **print** their registration, which must be included in their application folders.
   https://tinyurl.com/SDODCRTTHiring

9. Deadline for submission of abovementioned documentary requirements shall be submitted to Division Records Officer on or before **September 28, 2026.** Individuals who failed to submit mandatory documentary requirements (items a to k) on the set deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the deadline.**

10. Applicants should first submit the aforementioned 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. 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. Applicants are advised to review the pointing system for evaluation

Related-Teaching Positions

Criteria	SG 16-22
a. Education	10
b. Training	10
c. Experience	10
d. Performance	20
e. Outstanding Accomplishments	5
f. Application of Education	15
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	**100**

Teaching Position

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs *(Classroom Observation)*	25
f. PPST NCOIs *(Portfolio Annotations and BEI)*	15
TOTAL	**100**

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12. **Only relevant Education, Training and experience that exceeds the minimum qualification of the CSC approved qualification standards shall be given points. Training must be earned after the last promotion but within the last five (5) years.**

13. This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.

14. For information and guidance.

MARCIANO U. SORIANO JR. PhD, CESO V
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

Position Title:	Public Schools District Supervisor	Salary Grade:	22
Unit/Division:	CID	Monthly Salary:	81,796.00
QUALIFICATION STANDARD			
Education:	Master's Degree in Education or other relevant Master's Degree		
Training:	16 hours of relevant training		
Experience:	5 years cumulative experience in instructional supervision and school management		
Eligibility:	RA 1080 (Teacher)		

KRA	Duties and Responsibilities
INSTRUCTIONAL SUPERVISION	1. Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices. 2. Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery. 3. Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education
TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT	1. Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis for budgeting and resourcing. 2. Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback 3. Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives. 4. Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities. 5. Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed

MONITORING AND EVALUATION	1. Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere with the policy and standards using pre-designed M & E and transparency tools. 2. Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance. 3. Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permit to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	1. Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.
LEARNING OUTCOMES ASSESSMENT	1. Gather result of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap. 2. Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
RESEARCH	1. Conduct action research on curriculum implementation, needs and issues, appropriate interventions for assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.
TECHNICAL ASSISTANCE	1. Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions 2. Coordinate with the EPS concerned to arrive at a technical assistance plan for each district. 3. Coach the school head in implementing interventions related to curriculum implementation t and instructional delivery. 4. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools 5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

(Enclosure No. 3b to Division Memorandum No. ____ s. 2026)

INDIVIDUAL EVALUATION SHEET (Related- Teaching Positions)

(based on DepEd Order 007, s. 2023, amended DepEd Order 021 s. 2024)

Name of Applicant: _____ **Date of Assessment:** _____

Position Applied For: _____

Criteria	Means of Verification	Weight Allocation			Computation/ Rubrics / Remarks	Score
		SG 11-15	SG 16-22	SG 24		
EDUCATION	___ OTR or Cert of Units Earned	10	10	10		
TRAINING	___ Certificate of Training	10	10	10		
EXPERIENCE	___ Service Record of COI	10	10	10		
PERFORMANCE		20	20	25		
For positions with experience requirement:	___ Latest performance Rating covering 1 year performance from current or previous job relevant to the position to be filled				(Performance Rating/5) x Weight Allocation	
For positions without experience requirement:	___ Board Examination or Career Service Eligibility ratings, OR				(Board Exam or CS rating / 100) x Weight Allocation	
	___ PD 907 or Foreign School Honor Graduate Eligibility (FSHGE)				Summa Cum Laude - 20 pts Magna Cum Laude - 19 pts Cum Laude - 18 pts	
OUTSTANDING ACCOMPLISHMENTS		10	5	10		
Awards and Recognition			2			
a.1 Academic or Inter-School award (for applicants with no or less than one year work experience)	___ A. Academic or Interschool Award; or ___ B. Certificate of any document showing TOSP Award; or ___ C. Certification or any documents showing top-notching a Board Examination				At least 5 academic or inter school awards or TOSP Award or Top 10 in Board / CS Exam - 3 pts At least 2 academic/ inter school awards - 1 pt	
a.2 Outstanding Employee Award (for applicant with previous work	___ A. Any issuance, memorandum or document showing the Criteria for the Search; AND ___ B. Certificate of Recognition/Merit				Awards given by higher office - 2 pts Awards given by applicant's local office - 1 pt	
Research and Innovation			5			
	___ A. Proposal duly approved by the Head of Office or the designated Research Committee per DO 16, s.2017 ___ B. Accomplishment Report verified by the Head of Office ___ C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office ___ D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office ___ E. Proof of citation by other researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research				MOVs Submitted: A, B, C & D - 5 pts A, B, C & E - 5 pts Only A, B and C - 4 pts Only A and B - 3 pts Only A - 2 pts	
Subject Matter Expert / Membership in NTWGs or Committees			3			
	___ A. Issuance of Memorandum showing the membership in NTWG or committee ___ B. Certificate of Participation or Attendance; and ___ C. Output/Adoption by the organization / DepEd				MOVs Submitted: All MOVs - 3 pts Only A and B - 2 pts	
Resource Speakership / Learning Facilitation			2			
	___ A. Issuance / Memorandum / Invitation / Training Matrix; AND ___ B. Certificate of Recognition / Merit / Commendation / Appreciation; AND ___ C. Slide deck/s used and/or Session guide/s				Speakership in Higher Office/ level - 2 pts Speakership in applicant's local office - 1 pt	
NEAP Accredited Learning Facilitator			2			
	___ A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office ___ B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office				Accredited National Assessor - 2 pts Accredited National Trainer - 1.5 pts Accredited Regional Trainer - 1 pt	
APPLICATION OF EDUCATION		10	15	10		
For positions with experience requirement	___ A. Action Plan approved by the Head of Office ___ B. Accomplishment Report verified by the Head of Office ___ C. Certification of the utilization / adoption signed by the Head of Office				For SG 11-15 and SG 24 MOVs Submitted: Relevant: Not Relevant All MOVs: 10 pts: 5 pts Only A & B: 7 pts: 3 pts Only A: 5 pts: 1 pt For SG 16-22 MOVs Submitted: Relevant: Not Relevant All MOVs: 15 pts: 9 pts Only A & B: 12 pts: 6 pts Only A: 9 pts: 3 pt	
For positions with no experience requirement	___ Certificate of GWA/ OTR/ Diploma/ Special Order or other certifications				(GWA /100) x weight allocation	
APPLICATION OF L&D		10	10	10		
	___ A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP), for external applicant, a certification from HR that the L&D intervention is aligned with the core task of the applicant in their current or previous position shall be required; ___ B. Action Plan/Re-entry Action Plan (RAP) / Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office; ___ C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level; ___ D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level				MOVs Submitted: Relevant: Not Relevant All MOVs: 10 pts: 5 pts Only A, B & C: 7 pts: 3 pts Only A & B: 5 pts: 1 pt	
POTENTIAL		20	20	15		
Written Examinations		5	5	5		
Skills or Work Sample Tests		10	10	5		
Behavioural Events Interview		5	5	5		

Enclosure No. 2

SCORING SHEET for HIGHER TEACHING POSITIONS

(based on DepEd Order 020, s. 2024)

Name of Applicant: _____ **Date of Assessment:** _____

Position Applied For: _____

Criteria	Means of Verification	Maximum Possible Ponts	Computation/ Rubrics / Remarks	Score
EDUCATION	___ OTR or Cert of Units Earned	10		
TRAINING	___ Certificate of Training	10		
EXPERIENCE	___ Service Record of COE	10		
PERFORMANCE latest rating**	___ SY _____	30		
PPST COIs (Classroom Observable Indicators)		25		
PPST NCOIs (Non-Classroom Observable Indicators)		15		
TOTAL SCORE		100		