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

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Office of the Schools Division Superintendent

November 24, 2026

DIVISION MEMORANDUM
No. 685, s. 2026

CALL FOR APPLICATION FOR 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
Master Teacher II/ SG 19/ Php 59153 MTCHR2-61336-1998	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional	5 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Lomboy ES

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		Supervision acquired within the last 5 years or Completion of NEAP requisite professional development program for Career Stage III (Highly Proficient Teacher)			
Master Teacher I/ SG 18/ 53818 MTCHR1-64068-1998 MTCHR1-64100-1998	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years or Completion of NEAP requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Carael ES; Pogo-Lasip ES
Teacher VI/ SG 16/ Php 45,694.00 TCH6-67158-2025	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization, Instructional Supervision acquired within	4 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	Bonuan Boquig NHS

		the last 5 years or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)			

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 selection criteria set forth in DepEd Order No. 20, s. 2024 and Deped Order No. s. 2025, prior to submission of application documents.

5. **CHECKLIST OF REQUIREMENTS**

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;

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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**

a. 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.

9. Deadline for submission of abovementioned documentary requirements shall be submitted to Division Records Officer on or before **December 7, 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

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**

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.

For the Schools Division Superintendent:

[redacted]

ANNA LIZA M. CHAN, CESO VI
Assistant Schools Division Superintendent

Enclosure 1.

Job Description for Teaching Positions

Position	**Teacher**
Job Summary	
The Teacher is responsible for the delivery of quality basic education curriculum. The position requires professional independence in the application of skills that are vital to the teaching and learning process. The position is expected to demonstrate skills in planning, implementing, and managing teaching and learning programs that meet curriculum and assessment requirements.	
Key Result Areas	**Duties and Responsibilities**
Content Knowledge and Pedagogy	• Applies developmentally appropriate and meaningful pedagogy in facilitating learning grounded on knowledge of content within and across curriculum areas and current research; • Displays proficiency in the use of Mother Tongue, Filipino, and English in the teaching and learning process. • Uses appropriate and innovative teaching strategies and technologies to promote high quality learning outcomes;
Learning Environment	• Establishes and maintains learning-focused environments that are safe, secure, fair, and supportive in order to promote learner responsibility and achievement; • Creates physical and/or virtual spaces where learner behavior is efficiently managed while providing intellectually challenging and stimulating activities in order to encourage constructive classroom interactions geared towards the attainment of high standards of learning;
Diversity of Learners	• Plans and designs adaptive learning opportunities that are responsive to learner diversity
Curriculum and Planning	• Applies professional knowledge to translate curriculum content into planning and designing well-structured and sequenced lessons wherein learning activities are contextually relevant and responsive to learners' needs
Assessment and reporting	• Uses assessment data and strategies in a variety of ways for information and enhancement of the teaching and learning process and programs;
Community Linkages and Professional Engagement	• Engages with stakeholders to establish school community partnerships and facilitate their involvement in the educative process;

Personal Growth and Professional Development	• Undertakes activities towards personal growth and professional development; and
Secondary Duties	• Does related work essential to the teaching and learning process.

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		

Annex C-2

CHECKLIST OF REQUIREMENTS

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

	Basic Documentary Requirement	Status of Submission *(To be filled out by the applicant, Check if submitted)*	Verification *(To be filled out by the HRMO/HR Officer/ sub-committee)*	
			Status of Submission *(Check if complete)*	Remarks
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 with Work Experience Sheet (CS Form 212, Revised 2025)			
d.	Photocopy of valid and updated PRC License/ID			
e.	Certificate of Competency Level issued by Authorized body (if applicable)			
f.	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)			
g.	Photocopy of duly signed Service Record			
h.	Photocopy of latest appointment			
i.	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			
j.	Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) III1, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);			
k.	Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating *(For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)*			
l.	Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal positions only);			
m.	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)			
n.	Other documents as may be required by the HRMPSB ***For Teaching:*** *portfolio for the assessment of identified PPST non-classroom observable indicators* ***For School Principal:*** *Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment*			

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*", [e]lectronic 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.