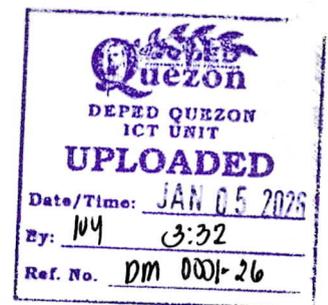




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



05 January 2026

DIVISION MEMORANDUM
 DM No. 0001, s. 2026

ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION OF APPLICANTS FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL TEACHING POSITIONS FOR SY 2026-2027

To: Assistant Schools Division Superintendents
 Chiefs – CID/SGOD
 HRMPSB Members
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In reference to DepEd Order 19, s. 2022 and DepEd Order No. 7, s. 2023, the Schools Division Office of Quezon Province through the Human Resource Merit and Personnel Selection Board announces the schedules for the different activities relative to the recruitment and selection of applicants for Kindergarten, Elementary, Junior High School and Senior High School Teaching positions 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 (Enclosure No. 2), applicants to **TEACHER I** positions in Kindergarten, Elementary, Junior High School and Senior High School shall be rated as follows:

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

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4. The pertinent documents shall include the following Mandatory Documentary Requirements to the Principal/School Head of the school where the applicants prefer to apply arranged as follows:

I. TEACHER I

- a. Letter of intent addressed to the Schools Division Superintendent;
Attention: School Head of the preferred school;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID (unexpired), if applicable;
- d. Photocopy of Certificate of Eligibility/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 Rating in the last rating period(s) **covering one (1) year performance in the current/latest position** prior to the deadline of submission. For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings respectively, if applicable; and
- 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 (Annex C). The aforesaid document shall henceforth be required **to be sworn by 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 to relieve applicants from unnecessary costs incurred during the application process.

Teacher I – **applicants for Senior High School** must include the following documents together with the specified Mandatory Requirements in item no. 2

- a. The letter of intent shall highlight the subject group that he/she intends to teach and the preferred school;
- b. Photocopy of Certificates of relevant specialized training;

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- c. Photocopy of Transcript of Records (TOR) and SO (for graduates of private school) including TOR of graduate and post graduate degree/units earned if available;
- d. For TVL applicants, a TESDA National Certificate (NC) which is one level higher than the course to be taught or same level if there is no higher level NC; and
- e. Certified copy of Trainers Methodology Certificate (TMC), if available.

5. All application documents shall be submitted on or before **January 23, 2026 (Friday)**. Applicants who fail to submit the **Mandatory Requirements** on the set deadline shall not be included in the pool of official applicants. **No further documents shall be accepted after the deadline.**

6. **The Qualification Standards for the following positions are as follows:**

A. For Elementary and Junior High School

POSITION	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
TEACHER I	11	30024.00	For Elementary: Bachelor's Degree in Education; or Bachelor's Degree in relevant subject or learning area with at least 18 Professionals Units in Education	NONE REQUIRED	NONE REQUIRED	For Elementary: RA 1080, as amended (Teacher-Elementary/Secondary)
			For Junior High School: Bachelor's Degree in Education; or Bachelor's Degree in relevant subject or learning area with at least 18 Professionals Units in Education			For Junior High School: RA 1080, as amended (Teacher-Secondary)

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B. For Senior High School

TRACK	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY	EDUCATION	EXPERIE NCE	TRAINING	ELIGIBILITY
ACADEMIC TRACK AND CORE SUBJECTS	11	30024.00	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with atleast 15 units of specialization in relevant strand/subject plus 18 professional units in Education; 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 REQUIR ED	NONE REQUIRED	Applicants for permanent position: RA 1080, as amended (Teacher- Secondary) for permanent appointmentsNon e required for provisional and contractual appointments must pass the LET within 5 years after the date of first hiring
SPORTS			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 atleast 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education; Bachelor's degree with a major in field(s) under the Sports Track; or any	NONE REQUIR ED	NONE REQUIRED	Applicants for contractual position: NONE REQUIRED Practitioners (part-time only): NONE REQUIRED

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			Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track		
ARTS AND DESIGN			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; 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; or any Bachelor's degree plus Diploma/ Certificate of Completion in any of the relevant fields	NONE REQUIRED	NONE REQUIRED
TECHNICAL VOCATIONAL AND LIVELIHOOD			Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any	NONE REQUIRED	National Certificate (NC) II in relevant technical-

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			Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education; Bachelor's degree relevant to the area of specialization; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization		vocational course(s) in the area of specialization	
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7. Applicants who applied in SY 2025-2026 who are not yet hired may also update their score.

8. The applicant assumes full accountability and responsibility for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant and office of the city mayor or notarized public. Any false and fraudulent document submitted shall be grounds for disqualification.

9. Applicants are advised to register in the Division Registry of Applicants upon submission of their application folder through the link to be posted.

10. Below is the schedule of activities relative to the recruitment and selection process:

ACTIVITIES	DATE	PERSONS/OFFICE INVOLVED
Call for Submission of Application Documents	January 5, 2026 to January 23, 2026 Deadline of Submission: January 23, 2026	HRMO School HRMPSB Sub Committees
Receiving of Application Documents	January 23-27, 2026	School HRMPSB Sub Committees

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Verification as to completeness, veracity and accuracy of application documents		
Re-Orientation of District/School HRMPSB Sub-Committees	January 28-29, 2026	District/School HRMPSB Sub-Committees
Initial Evaluation of Applicants Qualifications and Orientation of Teacher-Applicants by the District/School HRMPSB Sub-Committees	January 30, 2026	District/School HRMPSB Sub-Committees Teacher-Applicants
Submission of Final List of Teacher-Applicants to the Division HRMPSB	February 2, 2026	District/School HRMPSB Sub-Committees and Division HRMPSB
Comparative Assessment of Applicants: Education, Training, Experience, & Eligibility (PBET/LET/LEPT), COI, & NCOI (Teacher Reflection)	February 3-6, 2026	District/School HRMPSB Sub-Committees Teacher-Applicants
Preparation and Review of Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)	February 9-13, 2026	Division HRMPSB
Submission of CAR-RQA to the Division HRMPSB (soft copy and hard copy)	February 16, 2026	District/School HRMPSB Sub-Committees and Division HRMPSB
Consolidation, Validation and Preparation of final CAR-RQA	February 17-19, 2026	Division HRMPSB
Submission of Final CAR-RQA to the SDS for Approval	February 20, 2026	Division HRMPSB and SDS
Issuance and Posting of the Final CAR-RQA	February 23, 2026	Division HRMPSB and SDS

Note: The Scheduled Timeline of Activities is subject to change based on the number of application forms received.

12. Applicants are required to bring the original copies of their pertinent documents during evaluation.

13. Applicants who are still working in the private school shall adjust their schedule of evaluation to ensure that their current work will not be affected by the scheduled ranking.

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14. The HRMPSB members, Division Committee and Sub-Committee members shall conduct the assessment of applicants in terms of Education, Training, Experience, and Eligibility including COI and NCOI. Likewise, they shall ensure the correctness of entries in both hard and soft copies of the CAR-RQA.

15. The Division Sub-Committee shall monitor the activities in each cluster to be assisted by the members of the Sub-Committees in the Cluster Level. They must request the assistance of other school heads, department heads (secondary) in their cluster during the conduct of the demonstration teaching and interview of teacher-applicants.

16. The Supervisor or Specialist per cluster shall facilitate the submission of the electronic copy of the CAR-RQA (by district) to this email: **sdo.quezon.personnel@deped.gov.ph** following the given schedule and using this file name format until **February 16, 2026**
CongDisDistrictElem/JHS/SHS/IPED

Ex.	1stLucbanElem 4thPerezJHS	1stSampalocElem 2ndDoloresJHS
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17. The following guidelines are hereby given emphasis:

- The cut-off score for inclusion in the Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA) for **TEACHER I** is **50 POINTS**; *(in reference to DepEd Order No. 7, s. 2023, page 15)*
- Applicants whose undergraduate degree is Elementary Education can only apply for Elementary teaching position. *(in reference to DepEd Order No. 51, s. 2017)*
- There shall be separate CAR-RQA for Kindergarten, SPED, IPED, Elementary, Junior High School per learning area and Senior High School per track/specialization.

18. Activities related to the entire process should strictly follow the existing health and safety protocols.

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19. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized division official.

20. Travel and incidental expenses of all concerned during the evaluation and ranking of teacher applicants shall be charged against MOOE/local funds subject to usual accounting and auditing rules and regulations.

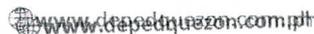
21. Schedule and Venue for the Validation and Demonstration Teaching will be posted on a separate Memorandum.

22. Immediate and widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V 
Schools Division Superintendent

Persrm12/26/2025

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