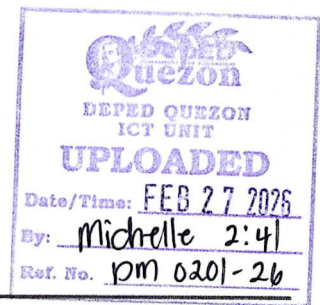




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



20 February 2026

DIVISION MEMORANDUM
 No. 0201, s. 2026

**ANNOUNCEMENT OF VACANCIES FOR SPECIAL SCIENCE TEACHER I
 POSITION IN SDO QUEZON**

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 20, s. 2024 titled “Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions”, 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 Senior High School Special Science Teaching Positions (see attached enclosure for the list of vacancies).
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. 20, 2024, applicants to **SPECIAL SCIENCE TEACHER I** position in Senior High School shall be rated as follows:

Education	Training	Experience	Performance	PPST COI (Classroom Observation)	PPST NCOIs (Portfolio Annotations and BEI)	TOTAL
10	10	10	30	25	15	100

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:
 - a. Letter of intent addressed to the SDS containing the following information:
 - i. Statement of purpose/expression of interest; and
 - ii. Learning area/subject group they intend to teach, if applicable;
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2025) with Work Experience Sheet;
 - c. Photocopy of Voter’s ID and/or any proof of residency;

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Republic of the Philippines
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- d. Photocopy of valid and updated PRC License/ID;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required Performance Rating with at least Very Satisfactory rating (Note: 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. 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), **sworn before a public officer authorized to administer oaths** pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755; and
- m. 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.

Online submission of electronic copies of the above enumerated application documents may be allowed provided that the requisites of Section 7(a) of RA No. 8792 or the "Electronic Commerce Act of 2000," whenever applicable, are complied with. Online submission is subject to submission of hard copies upon request for purposes of verification.

5. All application documents shall be submitted on or before **March 9, 2026 (Monday)**. 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 Special Science Teacher I position are as follows:**

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SPECIAL SCIENCE TEACHER I
Senior High School

POSITION	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
SPECIAL SCIENCE TEACHER I	13	33947	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	NONE	NONE	RA 1080 (Teacher) Secondary; If not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring)

7. The Performance Requirements for the following positions are as follows:

A. For Internal Applicants

Position Applied For	Classroom Observable Indicators	Non-Classroom Observable Indicators
Teacher III	At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory

B. For External Applicants and Other Non-Teacher Applicants

Position	Performance Requirement
Teacher III	At least VS in the last two (2) immediately preceding rating periods, each covering one (1) year complete performance cycle

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.

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

- For SPECIAL SCIENCE TEACHER I:
<https://tinyurl.com/APP-REG-SST1-2026>

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

SCHEDULE OF ACTIVITIES

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication & Posting of Memorandum	HRMO (Human Resource Management Officers)	February 27, 2026	1
Last day of receiving application documents in the district	By District	March 9, 2026	1
Initial Assessment/Screening of applications or pertinent documents	HRMPSB sub-committee members, By District	March 10, 2026	1
Submission and Posting of Initial Evaluation Results (IER) to the HRMPSB	AO IV	March 11, 2026	1
Comparative Assessment of Applicants (Evaluation of Documents, Demonstration Teaching, Portfolio Annotations and Behavioral Event Interview)	HRMPSB Members and sub-committee members	March 12, 2026	1
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	HRMPSB Members	March 13, 2026	1
Submission of CAR to the Appointing Authority/Posting of Comparative Result	HRMPSB Members	March 14, 2026	1

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

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

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

13. The Public Schools District Supervisor 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 **March 9, 2026**
DM()s2026_CongDisDistrictPositionElem/JHS/SHS/IPED

Ex. **DM()s2026_1stLucbanSST1SHS**

14. The CAR-RQA for Higher Teaching positions will be by school/district.

15. The following guidelines are hereby given emphasis:

- a. The cut-off scores for inclusion in the Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA) for **HIGHER TEACHING POSITIONS** are **50 POINTS**; *(in reference to DepEd Order No. 20, s. 2024, page 27)*

16. All teaching and non-teaching personnel are encouraged to disseminate this information through posting it on the school website, Facebook Page, Facebook Groups, etc.

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

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

19. 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.

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


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persrm02/20/2026

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Enclosure No. 1 to Division Memorandum No. 020 s. 2026

LIST OF VACANCIES

I. SPECIAL SCIENCE TEACHER POSITIONS

Senior High School

Position	Salary Grade	Monthly Salary (NBC 599)	No. of Position/s	Place of Assignment
Special Science Teacher I	13	36125	1	Burdeos NHS, Burdeos District
			1	Calauag NHS, Calauag West District
			1	Lusacan NHS, Tiaong II District
			1	Ungos NHS, Real District
			1	Recto Memorial NHS, Tiaong I District
- nothing follows -				

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