



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
 Tabuk City, Kalinga

DepED  
 DEPARTMENT OF EDUCATION  
 Schools Division of Tabuk City  
**RELEASED**  
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January 7, 2026

**Division Memorandum**

No. 08, s. 2026

**CALL FOR SUBMISSION OF APPLICATION TO TEACHER I POSITIONS AND PREPARATION  
 OF COMPARATIVE ASSESSMENT RESULT (CAR)-REGISTRY OF QUALIFIED  
 APPLICANTS FOR SCHOOL YEAR 2026-2027 IN THE SCHOOLS  
 DIVISION OF TABUK CITY**

To: Asst. Schools Division Superintendent  
 Chief of Divisions  
 Elementary and Secondary School Heads  
 Members of the HRMPSB and Sub-committees  
 Administrative Officer IIs  
 All others concerned

1. The Schools Division of Tabuk City pursuant to DepEd Order No. 19, s. 2022 (DepEd Merit Selection Plan), DepEd Order No. 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), and DepEd Order No. 21, s. 2024 (Amendments to DepEd Order No. 7, s. 2023), announces the submission of application for Teacher I position and inclusion to the CAR-RQA for SY 2026-2027.

2. Application is open to all interested individuals, including persons with disability (PWD), members of the indigenous cultural communities, and those from any sexual orientation and gender identities (SOGI) provided that they meet the following Qualification Standards:

Application Category	Qualification Standard			
	Education	Training	Experience	Eligibility
Teacher I Elementary	BEED or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (LPT) Elementary for permanent appointment  None required for provisional appointment
Teacher I Junior High School	BSED of Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (LPT) Secondary for permanent appointment
Teacher I Senior High School Academic Track	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	None required	None required for provisional appointment
Teacher I Senior High School TVL Track	Bachelor's degree, or completion of Technical-Vocational course/s in the area of specialization	At least NC* II <i>*Appropriate to the specialization</i>	None required	

3. All applicants are required to register and obtain application code to this link: <https://tinyurl.com/sdotccodeapp-2>. **Failure to register through the designated link and secure an application code shall result in exclusion from the pool of qualified applicants.** Submit their



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application in one (1) **long folder** following the labeling and order of documents as seen in Annex 1 of this issuance. Application folders containing the **documentary requirements** stipulated in this memorandum must be submitted to the **nearest school in the applicant's place of residence** not later than 3:00 p.m. of **January 23, 2026**.

**a. Documentary Requirements Common to all Applicants**

1. Checklist of Requirements with Omnibus Sworn Statement (see Annex 4 or download from: <https://bit.ly/checklistsT1> 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 No. 6733 and further amended by RA 10755. *(item 10 DO 34, s. 2025)*
2. Application Letter/Intent Letter citing the position being applied, preferred school, and if applicable the area of specialization, strand or major he/she intends to teach. The application letter shall be addressed to:  
BENEDICTA B. GAMATERO PhD, CESO V  
Schools Division Superintendent  
Schools Division of Tabuk City
3. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2025) with Work Experience Sheet,
4. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable,
5. Copy of Certificate of Training or professional development programs attended,
6. Duly signed Service Records or Certificate of Employment with latest Performance Rating covering one (1) year performance, if applicable,
7. Valid and updated PRC License or Appropriate Certificate of Eligibility, and
8. Certificate or Proof of Residency

**b. Additional Documentary Requirements for TVL Senior High School Applicants:**

1. Certified copy of the Certificate of relevant specialized training,
2. TESDA National Certificate (NC) that is at least one level higher than the course to be taught or the same level if there is no higher-level NC (i.e. for a SMAW NC II teacher, NC III in SMAW),
3. Certified copy of Trainers Methodology Certificate (TMC).

4. Remaining applicants in the CAR-RQA for SY 2025-2026 who were not appointed, including those who did not meet the cut-off score, is given an option to carry over their SY 2025-2026 RQA score and/or update their credentials without having to undergo the entire hiring process.

**If an applicant intends to carry over his/her SY 2025-2026 RQA scores, he/she shall submit a letter explicitly stating his/her intent to carry-over his/her SY 2025-2026 RQA score. (See Annex 2)**

**If an applicant shall intend to update his/her credentials, he/she shall submit the same documentary requirements stipulated in Item 4.a and 4.b in a properly labeled long folder as seen in Annex 3 of this issuance and the intent letter shall explicitly state his/her application is for update.**

**If the applicant decides to update only his/her previous RQA score, he/she shall not participate in Demonstration Teaching and Teacher Reflection Assessment.**



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5. Applicants who fail to submit the documentary requirements on the set deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.

6. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant and sworn before a public officer authorized to administer oaths. Any false and fraudulent document submitted shall be grounds for disqualification and shall cause the filing of administrative or criminal case/s against the person concerned.

7. The preparation of the SY 2026-2027 CAR-RQA shall be covered by the following activities:

Activity	Inclusive Dates	Venue	Responsible Persons
Acceptance of application	January 12-23, 2026	Preferred school	Administrative Officer II and/or School Head
Submission and posting of Initial Evaluation Result (IER)	February 2, 2026	SDO Personnel Section, School's bulletin board	Administrative Officer II and/or School Head
Conduct of Demonstration Teaching	February 3-13, 2026	School where folders are submitted	HRMPSB Sub-committee -School Head -Master Teacher -Teacher (2) -AO II
Consolidation of COT rating			
Conduct of Teacher Reflection (TRF)			
Assessment of Teacher Reflection Form (TRF)			
Paper Assessment and Open Ranking System	February 16-27, 2026	Clustered Districts	HRMPSB Members, Secretariat and Sub-committee
Preparation of the SY 2026-2027 CAR-RQA	March 2-11, 2026	SDO Personnel Section	HRMO and HRMPSB Secretariat
Posting of the SY 2026-2027 CAR-RQA <i>*clarifications are entertained</i>	March 11-13, 2026	SDO Bulletin board	HRMO and HRMPSB Secretariat
Finalization of the SY 2026-2027 CAR-RQA	March 16-20, 2026	SDO Personnel Section	HRMO and HRMPSB Secretariat
and submission of the SY 2026-2027 CAR-RQA	March 23, 2026	Office of the Schools Division Superintendent	HRMO and HRMPSB Secretariat

*\*all materials (soft copy) relative to the conduct of SY 2026-2027 RQA will be provided and the AO II in the school will facilitate the printing and reproduction*

8. Consistent with the provision of Section 90 of DO 19, s. 2022, a special HRMPSB for the preparation of the SY 2025-2026 CAR-RQA with the following composition is hereby created:

Name of Member	Position/Designation	Capacity
Jan Nowel E. Peña	Asst. Schools Division Superintendent	Chairperson
Ramonchito A. Soriano	Chief, Curriculum Implementation Division	Member
Dorothy S. Asingal	Administrative Officer V	Member
Catherine M. Badong	Administrative Officer IV	Member
Joshua A. Rebancos	Administrative Aide VI	Secretariat
Mark Angelou L. Sarne	Administrative Aide VI	Secretariat

Furthermore, a HRMPSB sub-committee with the following composition is also created to assist in the receipt of applications, initial evaluation, and comparative assessment:

Position	Capacity	Duties/Responsibilities
Public Schools District Supervisor	Sub-committee Lead	<ul style="list-style-type: none"> <li>Facilitates the recruitment process in his/her jurisdiction</li> <li>Assigns member of the TRF assessment team and COT observers in his/her jurisdiction</li> </ul>



		<ul style="list-style-type: none"> <li>• Coordinates schedules of demonstration teaching in his/her jurisdiction</li> <li>• Sit as member of the TRF and COT assessment team</li> <li>• Sit as member of the HRMPSB during paper evaluation and open ranking for elementary in their area of jurisdiction</li> </ul>
Education Program Supervisor (subject specialist)	Member	<ul style="list-style-type: none"> <li>• Assigns COT observers within their area of specialization</li> <li>• Sit as member of the TRF and COT assessment team</li> <li>• Sit as member of the HRMPSB during paper evaluation and open ranking for secondary in their area of specialization</li> </ul>
School Head	Member	<ul style="list-style-type: none"> <li>• Oversees acceptance of application in the school level</li> <li>• Ensure that all pertinent documents regarding the preparation of the SY 20205-2026 RQA-CAR are submitted on time</li> <li>• Sit as member of the TRF and COT assessment team</li> <li>• Sit as observer during paper evaluation and open ranking</li> </ul>
Master Teachers, Department Heads, and Teachers	Member	<ul style="list-style-type: none"> <li>• Sit as member of the TRF and COT assessment team in their jurisdiction and/or area of specialization</li> </ul>
Administrative Officer II	Secretariat	<ul style="list-style-type: none"> <li>• Receives applications in the school level</li> <li>• Facilitates consolidation of COT results in their area of jurisdiction</li> <li>• Submits all pertinent documents regarding the preparation of the SY 20205-2026 RQA-CAR on time</li> <li>• Informs applicants in their respective jurisdiction of the scheduled activities regarding the preparation of the SY 2025-2026 RQA-CAR</li> </ul>

9. All personnel involved in the preparation of the SY 2026-2027 CAR-RQA and in the selection process are directed to maintain the highest standard of integrity, accountability and transparency in accordance to DO 19, s. 2022 or the DepEd Merit Selection Plan while in the performance of their duties and responsibilities as members of the HRMPSB and HRMPSB sub-committee. Personnel are also entitled to a Compensatory Time Off (CTO) for Saturdays, Sundays and Holidays rendered in the discharge of their duties as members and secretariat of the HRMPSB and HRMPSB sub-committee.

10. All expenses relative to the conduct of the preparation of the SY 2026-2027 CAR-RQA shall be charged to local funds (School MOOE) subject to the usual auditing and accounting procedures.

11. Immediate dissemination of and compliance to this memorandum is desired.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

## ANNEX 1

**Required Folder Color and Order of Documents/Labeling for Applicants  
who shall undergo the entire Hiring Process**

**JUAN M. DELA CRUZ**  
Purok 6, Bulanao Tabuk City, Kalinga  
  
**SENIOR HIGH SCHOOL**  
Tabuk City National HS  
Northern Tabuk District 1  
09123456789

Checklist of Requirements, Omnibus Sworn Statement and CAV

Letter of Intent

Personal Data Sheet

Scholastic Records

Trainings

Service Record/  
Certificate of Employment

PRC License/Rating

Certificate of Residency

Category of Application	Color of Long Folder
Elementary	Red
Junior High School	Blue
Senior High School	Yellow



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## ANNEX 2

**Required Folder Color and Order of Documents/Labeling for Applicants  
who shall CARRY OVER their SY 2025-2026 RQA Score**

**JUAN M. DELA CRUZ**

**Purok 6, Bulanao Tabuk City, Kalinga**

**For Carry-over of the  
SY 2025-2026 RQA Score**

**SENIOR HIGH SCHOOL  
Tabuk City National HS  
Northern Tabuk District 1  
09123456789**

Letter of Intent

Personal Data  
Sheet

Category of Application	Color of Long Folder
Elementary	Red
Junior High School	Blue
Senior High School	Yellow



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### ANNEX 3

**Required Folder Color and Order of Documents/Labeling for Applicants  
who shall update their SY 2025-2026 RQA Score**

**JUAN M. DELA CRUZ**  
Purok 6, Bulanao Tabuk City, Kalinga  
  
For Updating of the  
SY 2025-2026 RQA Score  
  
SENIOR HIGH SCHOOL  
Tabuk City National HS  
Northern Tabuk District 1  
09123456789

Checklist of Requirements, Omnibus Sworn Statement and CAV

Letter of Intent

Personal Data Sheet

Scholastic Records

Trainings

Service Record/  
Certificate of Employment

PRC License/Rating

Certificate of Residency

Category of Application	Color of Long Folder
Elementary	Red
Junior High School	Blue
Senior High School	Yellow

## ANNEX 4

### CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT

Name of Applicant:		Position Applied for:				Application Code:	
Address:		Contact No.				Religion:	
Religion:		Ethnicity:	Solo Parent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Person w/Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No

Basic Documentary Requirement	Check if submitted	Remarks
1. Application Letter/Intent Letter addressed to the Schools Division Superintendent		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Complete and duly accomplished Personal Data Sheet (CS Form No. 212, revised 2017) with Work Experience Sheet,		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Copy of Scholastic/Academic Record (e.g. Diploma, Transcript of Records) including completion of graduate and post-graduate units/degrees, if applicable,		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Copy of Certificate of Training or professional development programs attended,		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Duly signed Service Records or Certificate of Employment with latest Performance Rating covering one (1) year performance, if applicable,		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Valid and updated PRC License or Appropriate Certificate of Eligibility, and		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Certificates of Training		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Certificate of Residency		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Other Pertinent Documents (if applicable)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
a. TESDA National Certificate (NC)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
b. TESDA Trainer Methodology (TM) Certificate		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Submitted by:

Checked by:

Attested by:

Signature of Applicant

Name & Signature of AO II/Rep

Name & Signature of School Head

### OMNIBUS SWORN STATEMENT

#### CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is 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



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