



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

July 3, 2025

DIVISION MEMORANDUM

No. 173, s. 2025

**DIVISION RECRUITMENT AND SELECTION FOR TEACHER I POSITIONS IN
THE ELEMENTARY AND SECONDARY LEVELS FOR S.Y 2025-2026**

TO: Assistant Schools Division Superintendent
SGOD/CID Chiefs
Public School District Supervisors
OIC-Public Schools District Supervisors
Concerned Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 7, s. 2023 Re: Guidelines on Recruitment, Selection and Appointment in the Department of Education and DepEd Order No. 21 s. 2024 Re: Amendments to DepEd Order No. 7 s. 2023, this Office hereby announces the recruitment and selection of teacher-applicants to Teacher I position in Elementary, Junior High School (JHS) and Senior High School (SHS) for School Year 2025-2026.
2. To ensure uniformity and adherence to the policies and guidelines in the conduct of recruitment and selection of teacher-applicants, the following enclosure/annexes is hereto attached:
 - I. Schedule of Recruitment and Selection Activities
 - II. Minimum Qualification Standard (QS)
 - III. DepEd Order No. 07 s. 2023, Enclosure 2 Re: Criteria and Point System for Hiring Teacher I Positions
 - IV. Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted.
3. All interested applicants in the aforesaid position shall meet the minimum qualification standards (QS) before they can be shortlisted to proceed with the application process. Short-listed applicants as well as previous








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SCHOOLS DIVISION OF SORSOGON

applicants for updating are required to register in the link <https://applicants.depedsorsogon.com.ph> to generate a unique teacher-applicant item code.

4. All interest applicants must submit their documents in color-coded folders fastened on the left side with table of contents and documents arranged as per checklist of requirements with tabbing from **A-K**. Only applicants who registered in the link abovementioned with issued unique application code and submitted the complete hard copies of their documents in respective districts on the set deadline will be considered included in the **pool of official applicants**.


	GREEN: Elementary Teacher Applicants
	RED: Junior High School Teacher Applicants
	ORANGE: Senior High School Teacher Applicants
	WHITE: Updating Elementary Teacher Applicants
	BROWN: Updating JHS and SHS

5. Applicants shall assume full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the Omnibus Certification of Authenticity and Veracity of documents (CAV). However, it may be noted that DepEd Order No 21 s. 2024, item no. 10 states that *"To relieve the applicants from unnecessary costs incurred during the application process, the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of documents submitted, shall no longer be required to be notarized. **Any false and fraudulent document submitted shall be grounds for disqualification.**"*
6. As part of the requirement and selection process, a background investigation shall be conducted randomly. Hence, it is understood that upon submission of pertinent documents with attached Data Privacy Consent Form for Background Investigation, the applicant authorized the agency head/authorized representative to verify and validate the contents of the documents submitted.
7. Further, it must be noted that ***"No additional or supplemental documents will be accepted by the Division Selection Committee once teacher-applicant already submitted their pertinent documents to the assigned district – and such have been endorsed to the Division Office."***
8. Only those who will obtain a total score of fifty (50) points and above will be included in the Comparative Assessment Result of the Registry of Qualified Applicants (CAR-RQA) – The CAR-RQA shall be valid for a period of One (1) year.



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SCHOOLS DIVISION OF SORSOGON

9. This Office strictly adheres to the Equal Employment Opportunity Principle (EEOP). Selection of employees for designation shall be open to all men and women according to the principle of merit and fitness. There shall be no discrimination in the selection process on account of gender, civil status, disability, religion, ethnicity, political affiliation and or any other characteristics protected by law.
10. Immediate and wide dissemination of this Memorandum is desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

q²f



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SCHOOLS DIVISION OF SORSOGON

Enclosure No. 01 to Division Memorandum No. 119, s. 2025

DATE	ACTIVITIES	VENUE	PERSON/ COMMITTEE IN CHARGE
July 3- 14, 2025	Submission of documents of applicants to the Elementary and Secondary School Nearest in his/ her residence	Elementary and Secondary School	Teacher Applicants and School Screening Committee
July 15, 2025	Submission of the documents of applicants to the District Office	District Office	PSDSs/OIC-PSDSs, School Heads,
July 15-16, 2025	Orientation of District/ Municipal Sub-committee Filed-Level for Documents, Demonstration Teaching and Reflection	Division Office	Division HRMPSB, District/ Municipal Sub-committee, Secretariat
July 17-21, 2025	Evaluation of Documents of applicants by District Committee	District Office	District/ Municipal Sub-committee Filed-Level
July 22-25, 2025	Conduct of Demonstration Teaching, Teacher Reflection and Interview to applicants	Please see the Attached schedule for the different venues	District/ Municipal Sub-committee Filed-Level
July 29, 2025	Submission of ratings obtained by applicants in all criteria	Division Office	District/ Municipal Sub-committee Filed-Level and Secretariat
July 30-31, 2025	Review/ deliberation/ finalization of the	SDO Bulwagan ng Karunungan	Division HRMPSB Members and Secretariat



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

	ratings obtained by the applicants in all criteria		
August 1, 2025	Preparation and submission of the RQA to the SDS for approval	SDS Office	Division HRMPSB
August 4, 2025	Posting of the RQA	Three conspicuous places in the Division Office and SDO website	HR, HRMPSB and Secretariat



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Region V
SCHOOLS DIVISION OF SORSOGON

**SCHEDULE OF DEMONSTRATION TEACHING, INTERVIEW,
TEACHER REFLECTION AND VALIDATION OF SPECIALIZED
TRAINING/ SKILLS FOR TEACHER 1 APPLICANTS IN
ELEMENTARY LEVEL**

DATE	MUNICIPALITY	VENUE
July 22-25, 2025	BULAN	BULAN CS
	IROSIN	IROSIN CS
	GUBAT	GUBAT SOUTH CS
	DONSOL	DONSOL EAST CS
	PILAR	PILAR II CS
	CASIGURAN	CASIGURAN CS
	BULUSAN	SAN ROQUE ES
	BARCELONA	BARCELONA ES
	CASTILLA	CUMADCAD CS
	MAGALLANES	EDUARDO LEE CHAN MEMORIAL ES
	JUBAN	JGAES
	PTO. DIAZ	PTO. DIAZ CS
	MATNOG & STA. MAGDALENA	MATNOG CS

Note:

This School Head of the identified venues shall be responsible for the room assignment of these activities.



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**SCHEDULE OF DEMONSTRATION TEACHING, INTERVIEW,
TEACHER REFLECTION AND VALIDATION OF SPECIALIZED
TRAINING/ SKILLS FOR TEACHER 1 APPLICANTS IN
SECONDARY LEVEL**

DATE	MUNICIPALITY	VENUE
July 22-25, 2025	BULAN	BULAN NHS
	IROSIN	GALLANOSA NHS
	GUBAT	GUBAT NHS
	DONSOL	DONSOL NCHS
	PILAR	PILAR NCHS
	CASIGURAN	CASIGURAN TVS
	BULUSAN	BULUSAN NHS
	BARCELONA	BARCELONA NCHS
	CASTILLA	CASTILLA NHS
	MAGALLANES	MAGALLANES
	JUBAN	JUBAN NHS
	PTO. DIAZ	PTO. DIAZ NHS
	MATNOG & STA. MAGDALENA	MATNOG NHS

Note:

This School Head of the identified venues shall be responsible for the room assignment of these activities.



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Region V
SCHOOLS DIVISION OF SORSOGON

QUALIFICATION STANDARDS

POSITION TITLE	SALARY GRADE	BASIC SALARY	QS FOR EDUCATION	QS FOR EXPERIENCE	QS FOR TRAINING	QS FOR ELIGIBILITY
Teacher I (Elementary)	11	30,024.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher - Elementary / Secondary)
Teacher I (Secondary)	11	30,024.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher - Secondary)



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

POSITION TITLE	SALARY GRADE	BASIC SALARY	QS FOR EDUCATION	QS FOR EXPERIENCE	QS FOR TRAINING	QS FOR ELIGIBILITY
Teacher I (Senior High School Teacher I - Academic Track and Core Subjects)	11	30,024.00	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 15 units of specialization in the relevant strand/subject plus 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher - Secondary) for permanent appointments
			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 for provisional ¹ and contractual appointments <i>'must pass the LET within 5 years after the date of first hiring</i>



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 Region V
SCHOOLS DIVISION OF SORSOGON

POSITION TITLE	SALARY GRADE	BASIC SALARY	QS FOR EDUCATION	QS FOR EXPERIENCE	QS FOR TRAINING	QS FOR ELIGIBILITY
Teacher I (Senior High School Teacher I - Arts and Design Track)	11	30,024.00	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	None Required	None Required	RA 1080, as amended (Teacher - Secondary) for permanent appointments
			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 for provisional ¹ and contractual appointments <i>'must pass the LET within 5 years after the date of first hiring</i>



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POSITION TITLE	SALARY GRADE	BASIC SALARY	QS FOR EDUCATION	QS FOR EXPERIENCE	QS FOR TRAINING	QS FOR ELIGIBILITY
Teacher I (Senior High School Teacher I – Sports Track)	11	30,024.00	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 at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher - Secondary) for permanent appointments
			Bachelor's degree with a major in field(s) under the Sports Track; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track			None required for provisional ¹ and contractual appointments <i>'must pass the LET within 5 years after the date of first hiring</i>



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

POSITION TITLE	SALARY GRADE	BASIC SALARY	QS FOR EDUCATION	QS FOR EXPERIENCE	QS FOR TRAINING	QS FOR ELIGIBILITY
Teacher I (Senior High School Teacher I – Technical Vocational Track (TVL))	11	30,024.00	<p>Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education</p> <p>Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization</p>	None Required	National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization	<p>RA 1080, as amended (Teacher - Secondary) for permanent appointments</p> <p>None required for provisional¹ and contractual appointments <i>'must pass the LET within 5 years after the date of first hiring</i></p>



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SCHOOLS DIVISION OF SORSOGON

Enclosure No. 03 to Division Memorandum No. 173, s. 2025



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(Enclosure No. 2 to DepEd Order No. 007, s. 2023)

CRITERIA AND POINT SYSTEM FOR HIRING TO TEACHER I POSITIONS

1. These criteria and point system shall cover the selection and hiring of teacher applicants to Teacher I positions in the Kindergarten, Elementary, Junior High School (JHS), and Senior High School (SHS). For SHS, the same criteria shall apply in hiring teacher applicants under permanent, provisional, or contractual status.

2. The comparative assessment for Teacher I shall be based on the following criteria:

- Education** units and/or degree relevant to the position to be filled (i.e. Kindergarten, Elementary, JHS, and SHS), that exceed the minimum requirements as defined in the CSC-approved QS;
- Training** hours in Curriculum and Instruction and/or other specialized training for skills development in fields related to the work, duties, and responsibilities for Teacher I, that exceed the minimum requirements as defined in the CSC-approved QS, acquired in the last five (5) years. For SHS, training may be those relevant to the learning area, specialization, or strand;
- Experience** in Teaching exceeding the minimum requirements as defined in the CSC-approved QS. For SHS, relevant industry and/or work experience may be considered;
- Professional Board Examination for Teachers (PBET), Licensure Examination for Teachers (LET), or Licensure Examination for Professional Teachers (LEPT) Rating;**
- PPST Classroom Observable Indicators (COI)** measured through Classroom Observation/Demonstration Teaching; and
- PPST Non-Classroom Observable Indicators (NCOI)** measured through the Teacher Reflection Form (TRF).

3. The weight allocation or point system for each criterion is detailed in Table 1.

Table 1. Point System for Comparative Assessment: Teacher I Positions

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. PBET/LET/LEPT Rating	10
e. PPST COIs (Classroom Observation/Demonstration Teaching)	35
f. PPST NCOIs (Teacher Reflection)	25
Total	100

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 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 Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
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 2017) 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), Certificate of GWA 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 on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
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			
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			

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.