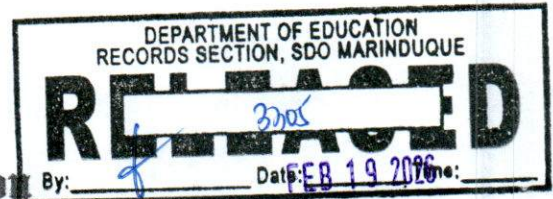




Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**MEMORANDUM**

OSDS-PS-2026-007

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Heads of all Public Elementary, Integrated, and Secondary Schools  
All Others Concerned

**FROM:** **LYNN G. MENDOZA, EdD** *H*  
OIC – Schools Division Superintendent

**SUBJECT:** **DIVISION ASSESSMENT FOR TEACHER I APPLICANTS FOR SY 2026-2027**

**DATE:** February 16, 2026

- Consistent with DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan), DepEd Order No. 007, 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. 007, s. 2023), this Office announces the conduct of Division Assessment for Teacher I Applicants for SY 2026-2027.
- To ensure the smooth flow of the process, the following are the schedules of important activities related to assessment:

DATE	ACTIVITY	PERSON/S INVOLVED	NEEDED DOCUMENT/S TO BE SUBMITTED / PREPARED
February 25 to March 06, 2026	Online Submission of scanned documents	*Division HRMPSB Secretariat *All Teacher Applicants	Scanned Documentary Requirements
	Acceptance of the hard copy of documents in the Division Sub-Committee addressed to the SDS	*Division Sub-Committee and Secretariat *Applicants	Hard Copy of Documentary Requirements
March 09 to 11, 2026	District Orientation on the process of Assessment and	*Division Sub-Committee and Secretariat	DepEd Order No. 019, s. 2022 and



T. Roque St., Malusak, Boac, Marinduque  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Email: marinduque@deped.gov.ph  
Website: <https://depedmarinduque.com>



DATE	ACTIVITY	PERSON/S INVOLVED	NEEDED DOCUMENT/S TO BE SUBMITTED / PREPARED
	Hiring Guidelines for the Teacher I Applicants		DepEd Order No. 007, s. 2023
March 12 to 13, 2026	Initial Evaluation on the Qualification of Applicants (Education, Training, Experience and Eligibility)	*HRMO *School AO II, *Division HRMPSB Secretariat	Copy of the Initial Evaluation Result (IER)
March 16 to 20, 2025	Conduct of Comparative Assessment (CAR) to Qualified Applicants based on applicable guidelines a) PPST-COTs / Demonstration Teaching (Philippine Professional Standards for Teachers-Classroom Observable Indicators) b) PPST-NCOIs/TRF (Non-Classroom Observable Indicators)	*Division HRMPSB, *Division Sub-Committee and Secretariat *Teacher Applicants	Demonstration Teaching Rating Template, COT Rubrics, Summary of Results  Rubrics on Teacher Reflection Form, Summary of Results
April 10, 2026	Submission of Comparative Assessment Result by the Sub-Committee to the Division Screening Committee	*Division Sub-Committee and Secretariat	Initial Result of Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)
April 17, 2026	Final Review, Consolidation and Finalization of Points / Rating	*Division HRMPSB and *Division HRMPSB Secretariat	Final Copy of CAR-RQA
April 24, 2026	Deliberation of CAR-RQA	*Division HRMPSB and *Division HRMPSB Secretariat	Final Copy of CAR-RQA
April 30, 2026	Submission of Complete and Final Result of the CAR-RQA to the SDS	*Division HRMPSB and *Division HRMPSB Secretariat	Final Copy of the Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA)



DATE	ACTIVITY	PERSON/S INVOLVED	NEEDED DOCUMENT/S TO BE SUBMITTED / PREPARED
May 04, 2026	Release of CAR-RQA	*Division HRMPSB and *Division HRMPSB Secretariat *Records Section *Appointing Authority	CAR-RQA

3. Non-licensed applicants with specialization or major in Science, Mathematics, Statistics, engineering, and other specialized subjects may submit their application documents and may participate in the recruitment and selection process as stipulated in DepEd Order No. 021, s. 2024, in line with the hiring of Provisional Teachers, subject to the following parameters and conditions:

3.1 Applicants who meet the 50-point cut-off score in the comparative assessment conducted by the Human Resource Merit Promotion and Selection Board (HRMPSB) and/or its sub-committee/s.

3.2 Pursuant to Section 10 (b) of CSC Memorandum Circular (MC) No. 08, s. 2025 titled 2025 Omnibus Rules on Appointments and other Human Resource Actions, provisional appointments shall only be given to an appointee who meets all the requirements of the position, except the eligibility requirement, provided that no qualified candidate is available and willing to accept the appointment, as certified by the Schools Division Superintendent. The provisional appointment shall not extend beyond the school year of its issuance.

4. The following application documents, as indicated in Enclosure No. 1 to DepEd Order No. 007, s. 2023, Rule V.B. Submission and Receipt of Application Documents shall be uploaded in the link provided of this Memorandum:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) with recent passport size picture (CS Form No. 212, Revised 2025) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of certificate of Eligibility/Rating;
- 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 attended;
- g. Photocopy of latest appointment; if applicable;
- h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are 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, 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, pursuant to RA No. 10173 (Privacy Act of 2012), (Annex C).

- k. Other documents as may be required by the HRMPSB;
  - i. NBI Clearance
  - ii. Police Clearance
  - iii. Any proof of residency

5. To relieve applicants from unnecessary costs, as indicated in DepEd Order No. 021, s. 2024, Checklist of Requirements and Omnibus Sworn Statement on CAV shall no longer be notarized but shall be sworn before any public officer authorized to administer oath. The following are the public officers authorized to administer oath pursuant to Book 1, Chapter 10, Section 41 of EO 292, as amended by Republic Act No. 6733 and as further amended by RA 10755.

- a. President;
- b. Vice President;
- c. Members and Secretaries of both House of Congress;
- d. Members of the Judiciary;
- e. Secretaries of Departments;
- f. Provincial Governors and Lieutenant-Governors;
- g. City Mayors;
- h. Municipal Mayors;
- i. Bureau Directors;
- j. Regional Directors;
- k. Clerks of Courts;
- l. Registrars of Deeds;
- m. Other civilian officers in the public service of the government of the Philippines whose appointments are vested in the President and are subject to confirmation by the Commission on Appointments;
- n. All other constitutional officers;
- o. And notaries' public;
- p. The punong barangay is authorized to administer the oath of office of any government official including the President of the Philippines.

6. All applicants shall submit their applications online thru this link: <https://tinyurl.com/Teacher1-2026-2027MDQ> to receive a unique Application Code in their registered email. Applicants who shall apply to multiple levels shall submit application documents on all applications and shall have a unique application code for each application. For the elementary level, applicants are required to select only one district. Unique application code shall only be requested after the successful online submission of application documents.

7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document and incomplete documents submitted shall be grounds for disqualification.

8. Remaining applicants in the current CAR-RQA who were not appointed in the current school year, including those who did not meet the cut-off score, shall be given an option to carry over their CAR-RQA scores and/or update their credentials without having to undergo the entire hiring process for the next school year; provided, they submit a Letter of Intent to participate in the succeeding hiring process and upload their application documents online to receive a unique Application Code.

9. Applicants who failed to submit the complete mandatory requirements (Items 4.a to 4.j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 4.k) shall not warrant exclusion from the pool of official applicants. No additional documents shall be accepted beyond the set deadline.
10. Attached are the color coding of envelopes to be submitted by the applicants and the list of personnel who will assist in the consolidation of Initial Evaluation Result.
11. Applicants may use the link <https://tinyurl.com/SDOMDQ> to download the necessary forms such as PDS, Work Experience Sheet and Checklist of Requirements and Omnibus Sworn Statement on CAV.
12. There shall be no discrimination in the selection of applicants on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.
13. Wide dissemination and strict compliance to this Memorandum is desired.



## **Enclosure No. 1**

### **A. Color Coding of Envelopes**

- Pre-Elementary - Red
- Elementary – Green
- Junior High School – Blue
- Senior High School – Orange

### **B. To assist in the consolidation of Initial Evaluation Result (IER), Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA) to the Schools/District:**

- School Heads Assigned
- Administrative Officers assigned in the School
- All Administrative Assistants assigned in the District/School