



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary/Secondary School Heads
All Unit Heads
All Others Concerned

FROM:  **LYNN G. MENDOZA, EdD** ✓
OIC-Schools Division Superintendent

SUBJECT: ANNOUNCEMENT FOR SUBMISSION OF DOCUMENTS OF TEACHER I APPLICANTS FOR SY 2025-2026

DATE: March 3, 2025

1. This Office announces the submission of documents of Teacher I Applicants in accordance with DepEd Order No. 07, 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).
2. All Teacher Applicants may submit the following documents at the nearest school/district **from March 10 to 14, 2025:**
 - a. Letter of intent addressed to the Head of Office, or to the highest human resource officer
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable
 - c. Photocopy of valid and updated PRC License/ID, if applicable
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable
 - e. Photocopy of authenticated 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



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- i. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, 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: NBI, Police Clearance, Barangay Certificate, NSO/PSA Birth Certificate, NSO/PSA Marriage Certificate, if applicable, Clearance from previous employment, if applicable
3. Remaining applicants in the current CAR-RQA who were not appointed in the current school year (SY 2024-2025), 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 (SY 2025-2026); provided, they submit a Letter of Intent to participate in the hiring process.
4. Wide dissemination and strict compliance to this Memorandum is desired.