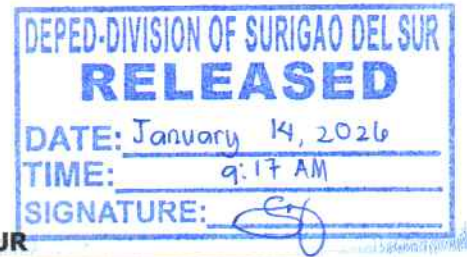




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



Office of the Schools Division Superintendent

January 5, 2026

Division MEMORANDUM
No. 010, s. 2026

**HIRING OF NEW TEACHERS FROM ELEMENTARY TO SENIOR HIGH
SCHOOL FOR SCHOOL YEAR 2026-2027**

To: **Assistant Schools Division Superintendent
Human Resource Management Officer (HRMO)
HRMPSB Members
Public Schools District Supervisors/District In-charge
OSDS, SGOD and CID Officials
All Division Employees
All Interested Applicants**

1. This Division announces the hiring of Teacher I positions for Elementary, Junior High School and Senior High School for SY 2026-2027 which shall officially commence on **12 AM of January 15, 2026**.
2. **Hiring guidelines shall be based on DepEd Order No. 007, s. 2023** or Recruitment Selection and Appointment (RSA) in the Department of Education, Order No. 19, s. 2022 or DepEd Merit Selection Plan (MSP), and Civil Service Commission (CSC) 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-ORHA) 2025.
3. Points system shall be supported by Means of Verification (MOVs). **For proper guidance, applicants are advised to read thoroughly and carefully DO 7, s. 2023 or DepEd RSA on "Hiring of Teacher I"**.
4. The Minimum Qualification Standards of Teacher I for Elementary, Junior High School, Senior High School is provided by DO 19, s. 2025 attached herewith as Annex "A-I" to this Memorandum.
5. **In consonance with RA 8792 or the "Electronic Commerce Act of 2000"**, online application documents are allowed, **subject to the submission of the hard copies upon request for purposes of further verification.**
6. The appointment of new teachers based on the Registry of Qualified Applicants and deployment of new teachers shall be subject to above mentioned guidelines. Deployment and places of assignment of qualified



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applicants shall be subject to existing vacancies (Natural Vacancies and Newly Created Items) and guidelines.

7. District Screening Committee must prepare and post streamers/paper tarp in front of the Schools/District Office and shall specify the schedule of hiring activities for Teacher I as indicated in Page 5 of this Memorandum, for widest dissemination.

8. DSC and all interested applicants are advised to follow the process and the timeline as indicated in the table, Page 5 of this Memorandum.

9. Scores of applicants who were included in the Registry of Qualified Applicants (RQA) 2025-2026 and are not yet hired are automatically carried-over to the new RQA.

Applicants included in the RQA 2025-2026 must:

- a. Submit a Letter of Intent through OAS only if there are additional or updating documents;
- b. Submit original copy of Omnibus Sworn Statement on the Certification, Authenticity, and Verification of documents submitted to the District Screening Committee through the Secretariat; and
- c. Confirm their scores in the District and affix their signature in the Initial Evaluation Sheet (IES). The IES will be given by the DSC-Secretariat.

New applicants must:

- a. Submit documents required as stated above of this Memorandum through the OAS; and
- b. Submit original copy of Omnibus Sworn Statement on the Certification, Authenticity, and Verification of documents submitted to the District Screening Committee through the Secretariat.

10. District Screening Committee (DSC) through the Secretariat will consolidate the scores of the new and old applicants, subject to existing guidelines and submit to the Division Office through the HRMO strictly on the scheduled date of submission.



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The District Screening Committee (DSC) shall submit in hard copy the following:

- c. Individual Initial Evaluation Sheet (IES) duly signed by the Applicant and **initially** signed by the Chairperson of DSC below the HRMPSB Chairperson;
- d. Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of documents submitted by applicants online, **initially** signed by the District Supervisor/DIC below the HRMO's attestation;
- e. Consolidated ranking by scores in Elementary, by subject then by scores in Junior High Schools, and by subject then by scores in Senior High School duly signed by the Secretariat, Chairperson, and members of the District Screening Committee; and
- f. Minutes of the deliberation of the District Screening Committee duly signed by the Secretariat, Chairperson, and Members of the DSC.

2. **All new interested applicants shall first register online thru the official link oas.depedsurigaodelsur.com starting 12 AM of January 15, 2026 to January 24, 2026.**

3. **Only new applicants who are registered online should submit pertinent documents thru the OAS. Each applicant will provide the link of his or her scanned documents, the link may be encoded in the OAS account of each applicant. There will be a portion in OAS account in which the link should be indicated.**

4. As provided in Sec. 26 (b) Paragraph 2 of RA 9293 entitled "An Act Amending Certain Sections of Republic Act Numbered Seventy-eight Hundred and Thirty-six (RA 7836), Otherwise Known as the Philippine Teachers Professionalization Act of 1994," teachers who have not practiced their profession for the past five (5) years shall be required to take at least twelve (12) units in education courses, consisting of at least six (6) units of content courses.

5. Anent to this, the following necessary documents shall be required to prove experience and units earned to be uploaded through Online Application System with your link of uploaded documents, (schedule indicated in the table, page 5 of this Memorandum):

a. Letter of Intent specifying position applied for, addressed to the Schools Division Superintendent, thru the Division HRMO.



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- b. Duly accomplished Personal Data Sheet (CSC Form 212 – revised 2025) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated ID/PRC ID, if applicable.
- d. Photocopy of Certificate of Eligibility/Rating, if applicable.
- 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, 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 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 (Data Privacy Act of 2012), notarized by authorized official; and
- k. Documents required by the HRMPSB:
 - i. 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; and
 - ii. Photocopy of the performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.

6. Applicants with incomplete mandatory documents for Items 2.1 to 2.j shall not be included in the pool of official applicants. Non-submission of item **k.i** and **k.ii** shall not warrant exclusion from pool of applicants.

7. **The 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), notarized by authorized official shall be submitted online and in hard copy to the District Office.**



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8. **As provided in DO No. 007, s. 2023, no additional documents, may it be mandatory documents or documents as Means of Verification (MOVs) for appreciating points in the ranking, shall be accepted after the deadline which in this hiring will be on 11:59 PM, January 24, 2026.**
9. **The questions for Teaching Reflection will be released on the day before the start of the conduct of activity for Teachers Reflection.**
10. The schedule of activities are shown in the table below:

Activity	Date	Remark(s)
Call for Application Online Registration of New Applicants and Updating of Points of Old Applicants Submission of Omnibus Sworn Statement and Letter of Intents to District Screening Committee.	January 15, 2026 to January 24, 2026	Link for online registration/updates: <u>oas.depedsurigaode.lsur.com</u>
Division Orientation with Applicants	January 27 to 28, 2026	Venue and Time will be announced ahead at widest dissemination.
Teachers Reflection	February 2, 2026	To be conducted in the District by District Screening Committee
Classroom Observation and Demonstration Teaching	February 3-6, 2026	To be conducted in the District by District Screening Committee
Preparation of District Screening Committee for submission of necessary documents to Division Office thru HRMO.	February 9-13, 2026	District Screening Committee
Verification of submitted documents.	February 19-23, 2026	HRMO
Deliberation (Validatio) of HRMPSB	February 26-30, 2026	HRMPSB/HRMO
Submission/Posting of CAR-RQA in at least 3 conspicuous areas/places.	March 2-4, 2026	HRMO



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11. Under DO No. 7, s. 2023, the HRMO shall post the CAR RQA in at least 3 conspicuous physical places in DepEd Office and School concerned using the application codes of the applicants to protect the applicants' personal information in accordance with the Data Privacy Act. All applicants shall likewise be notified of the comparative ranking results through official communication channels but not limited to electronic mail.
12. All registered applicants may reach out its concerns on points and other hiring issues to the Division HRMPSB through the HRMO within 5 days from posting of the RQA. For further information on issues and concerns with regard to the results of the RQA, kindly refer to DO No. 7, s. 2023 or the DepEd RSA.
13. ***This Division is committed to the non-discrimination principle or Equal Employment Opportunity (EOP) that allows any applicant within or outside DepEd Surigao del Sur Division to apply for a position, irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs.***
14. Further queries on this announcement may be placed through call or message at DepEd SurSur Hrmo Hrmpsb official Facebook Page of Division HRMO/HRMPSB, Monday to Friday at 8 AM to 5 PM only. No submission beyond these dates/time.
15. For widest dissemination and strict compliance.

LORENZO O. MACASOCOL, PHD, CESO V
Schools Division Superintendent

References: DepEd MSP DO No. 19, s. 2022, DO 7, s. 2023 or RSA and CSC ORA-OHRA
DO No. 19, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

DEPED SURSUR RQA – NEW TEACHERS 2026-2027

JCG//CALLFORAPP/HRPERSONNELACTIONS
DM No. _____, s. 2026



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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
				Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	
Master Teacher V (Elementary)	22	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience and 4 years relevant experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years;	RA 1080, as amended (Teacher-Elementary/Secondary)
Master Teacher V (Secondary)	or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)			RA 1080, as amended (Teacher-Secondary)	

Teaching Group:

TEACHER: SENIOR HIGH SCHOOL (SHS)

Track: **Academic Track and Core Subjects**

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher I (Senior High School Teacher I - Academic)	11	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or	None required	None required	RA 1080, as amended (Teacher-Secondary) for permanent

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KRISTAL JOY C. GUMBOC
Supervising Human Resource Specialist
Comandante Supervisor

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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Track and Core Subjects)		any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject plus 18 professional units in Education			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 ¹ must pass the LET within 5 years after the date of first hiring
Teacher II (Senior High School Teacher II - Academic Track and Core Subjects)	12	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 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	1 year experience in teaching or industry work in relevant strand/subject	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	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 6 units towards Master's degree in the relevant strand/subject			None required for provisional ¹ and contractual appointments ¹ must pass the LET within 5 years after the date of first hiring
Teacher III (Senior High School Teacher III - Academic Track and Core Subjects)	13	Bachelor's degree with a major in the relevant strands/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's	2 years experience in teaching or industry work in relevant strand/subject	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject	RA 1080 , as amended (Teacher-Secondary) for permanent appointments

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 Commission Secretariat and Liaison Office
 CIVIL SERVICE COMMISSION

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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Academic Track and Core Subjects)		Master's degree in relevant strand/subject	and 4 years experience in instructional supervision and technical assistance to teachers	Curriculum, Pedagogy, Subject Specialization and 16 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	appointments None required for provisional ¹ and contractual appointments <i>¹must pass the LET within 5 years after the date of first hiring</i>

Teaching Group:

TEACHER: SENIOR HIGH SCHOOL (SHS)

Track: Arts and Design Track

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher I (Senior High School Teacher I - Arts and Design Track)	11	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	None required	None required	RA 1080 , as amended (Teacher-Secondary) for permanent appointments

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KRISTAL JOY C. GUMROG
Supervising Human Resource Specialist
Commission Secretariat and Liaison Office

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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
		Diploma/Certificate of Completion in any of the relevant fields, and 18 professional units in Education 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 ¹ must pass the LET within 5 years after the date of first hiring
Teacher II (Senior High School Teacher II - Arts and Design Track)	12	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	1 year relevant experience in teaching or industry work in any of the following fields: Music, Arts, Fine Arts, Interior Design, Architecture, Theatre, Performing Arts, Media Arts, Literature, Fashion Design, Photography, or other allied fields	8 hours of relevant training 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 under relevant strand/subject acquired within the last 5 years	RA 1080 , as amended (Teacher-Secondary) for permanent appointments

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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
		Master'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	Fashion Design, Photography, or other allied fields and 4 years relevant experience in instructional supervision, and technical assistance to teachers	Photography, or other allied courses under relevant strand/subject and 16 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	None required for provisional ¹ and contractual appointments ¹ must pass the LET within 5 years after the date of first hiring

Teaching Group:

TEACHER: SENIOR HIGH SCHOOL (SHS)

Track: Sports Track

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher I (Senior High School Teacher I - Sports Track)	11	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	None required	None required	RA 1080, as amended (Teacher-Secondary) for permanent appointments

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Commission Secretariat and Liaison Office

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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
		professional units in Education			
		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 ¹ must pass the LET within 5 years after the date of first hiring
Teacher II (Senior High School Teacher II - Sports Track)	12	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	1 year experience in teaching or industry work in the relevant field(s) under Sports Track	8 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track acquired within the last 5 years	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 ¹ must pass the LET within 5 years after the date of first hiring
Teacher III (Senior High School Teacher III - Sports Track)	13	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or	2 years experience in teaching or industry work in the relevant	16 hours of training in Curriculum and Instruction of relevant field(s) under	RA 1080 , as amended (Teacher-Secondary) for permanent appointments

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POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
				IV (Distinguished Teacher)	
Master Teacher V (Senior High School Master Teacher V - Sports Track)	22	Master's degree in relevant field(s) under Sports Track plus 18 professional units in Education	5 years experience in teaching in the relevant field(s) under Sports Track and 4 years experience in instructional supervision and technical assistance to teachers	24 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track and 16 hours of training in Instructional Supervision acquired within the last 5 years;	RA 1080 , as amended (Teacher-Secondary) for permanent appointments
		Master's degree in relevant field(s) under the Sports Track		or Completion of NEAP-requisite professional development program for Career Stage IV (Distinguished Teacher)	None required for provisional ¹ and contractual appointments ¹ must pass the LET within 5 years after the date of first hiring

Teaching Group:
TEACHER: SENIOR HIGH SCHOOL (SHS)
Track: Technical Vocational (TVL) Track

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Teacher I (Senior High School Teacher I - Technical Vocational Track (TVL))	11	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of	None required	National Certificate (NC) II in relevant technical-vocational course(s) in	RA 1080 , as amended (Teacher-Secondary) for permanent appointments

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 Commission Secretariat and Liaison Office

POSITION	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
		technical-vocational course(s) in the area of specialization plus 18 professional units in Education		the area of specialization	
		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			None required for provisional ¹ and contractual appointments ¹ must pass the LET within 5 years after the date of first hiring
Teacher II (Senior High School Teacher II - Technical Vocational Track (TVL))	12	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	1 year experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	RA 1080 , as amended (Teacher-Secondary) for permanent appointments
		None required for provisional ¹ and contractual appointments ¹ must pass the LET within 5 years after the date of first hiring			
Teacher III (Senior High School Teacher III - Technical Vocational Track (TVL))	13	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	2 years experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-	RA 1080 , as amended (Teacher-Secondary) for permanent appointments

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Supervising Human Resource Specialist
Commission Secretary and Liaison Officer

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