



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANAO DEL NORTE

DEPED LANAO DEL NORTE
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DIVISION MEMORANDUM
No. 023, s.2026

**CALL FOR APPLICATIONS FOR THE TEACHER I POSITION FOR
SCHOOL YEAR 2026-2027**

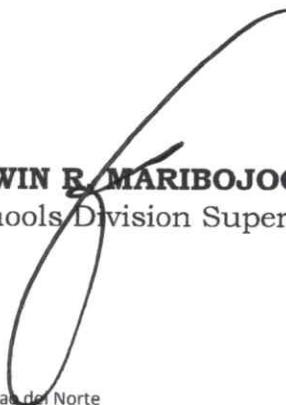
To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This memorandum is issued to announce the opening of application and provide guidelines for the filling of Teacher I positions for School Year 2026-2027.

The selection process shall strictly adhere to the provisions of **DepEd Order No. 007, s. 2023 (GUIDELINES ON RECRUITMENT, SELECTION, AND APPOINTMENT IN THE DEPARTMENT OF EDUCATION)**, particularly Enclosure 1 and 2.

All applicants and personnel concerned are directed to refer to **Attachment A: Detailed Hiring Guidelines and Application Procedures** for information regarding the Qualification Standards, key timelines, required documents, and submission instructions.

2. For guidance of all concerned, immediate dissemination of this Memorandum is hereby directed.


EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: Lanao.norte@deped.gov.ph
Website: <https://depedldn.com>



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Attachment A

Detailed Hiring Guidelines and Application Procedures

MINIMUM QUALIFICATIONS

Teacher I (Elementary and Secondary)

Education	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Experience	None required
Training	None required
Eligibility (Elementary)	RA 1080, as amended (Teacher-Elementary/Secondary)
Eligibility (Secondary)	RA 1080, as amended (Teacher-Secondary)

MINIMUM QUALIFICATIONS

Teacher I: Senior High School (SHS)

Track: Academic Track and Core Subjects

Education <i>(for permanent appointments)</i>	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
Education <i>(for provisional and contractual appointments)</i>	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
Experience	None required
Training	None required
Eligibility <i>(for permanent appointments)</i>	RA 1080, as amended (Teacher-Secondary)
Eligibility <i>(for provisional and contractual appointments)</i>	None required <i>(must pass the LET within 5 years after the date of first hiring)</i>



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MINIMUM QUALIFICATIONS

Teacher I: Senior High School (SHS)

Track: Arts and Design Track

Education <i>(for permanent appointments)</i>	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
Education <i>(for provisional and contractual appointments)</i>	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
Experience	None required
Training	None required
Eligibility <i>(for permanent appointments)</i>	RA 1080, as amended (Teacher-Secondary)
Eligibility <i>(for provisional and contractual appointments)</i>	None required (<i>must pass the LET within 5 years after the date of first hiring</i>)

MINIMUM QUALIFICATIONS

Teacher I: Senior High School (SHS)

Track: Sports Track

Education <i>(for permanent appointments)</i>	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 Sport Track plus 18 professional units in Education
Education <i>(for provisional and contractual appointments)</i>	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 Sport Track
Experience	None required
Training	None required
Eligibility	RA 1080, as amended (Teacher-Secondary)



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(for permanent appointments)	
Eligibility (for provisional and contractual appointments)	None required (<i>must pass the LET within 5 years after the date of first hiring</i>)

MINIMUM QUALIFICATIONS	
Teacher I: Senior High School (SHS)	
Track: Technical Vocational (TVL) Track	
Education (for permanent appointments)	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
Education (for provisional and contractual appointments)	Bachelor's degree relevant to the area of specialization; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization
Experience	None required
Training	National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization
Eligibility (for permanent appointments)	RA 1080, as amended (Teacher-Secondary)
Eligibility (for provisional and contractual appointments)	None required (<i>must pass the LET within 5 years after the date of first hiring</i>)

 **ANNOUNCEMENT: Mandatory Compliance for Teacher I Applicants**

The Department of Education – Schools Division of Lanao del Norte, through the Personnel Unit, is pleased to announce the opening of applications for Teacher I positions in all levels for the School Year 2026-2027. Our hiring process strictly adheres to the principles of **Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity** as mandated by **DepEd Order No. 007, s. 2023**.

 **Action Required: Review of RSA Procedures**



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To ensure a fair and transparent selection process, **ALL APPLICANTS MUST READ AND COMPLY** with the instructions stated herein before submitting any application documents.

It is **MANDATORY** that you familiarize yourself with the official guidelines and criteria:

1. Enclosure No. 1 to DepEd Order No. 007, s. 2023
2. Enclosure No. 2 to DepEd Order No. 007, s. 2023
3. DepEd Order No. 021, s. 2023

Understanding these provisions is crucial as it informs you of the entire **Recruitment, Selection, and Appointment (RSA)** process and how points are awarded. This measure is put in place to ensure maximum transparency in selecting qualified candidates.

PROCEEDING TO SUBMISSION SIGNIFIES YOUR FULL UNDERSTANDING AND COMPLIANCE WITH THE CITED DEPED ORDER.

DETAILED SUBMISSION INSTRUCTIONS:

(*Required Documents)

IMPORTANT REMINDER: Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents are **CLEAR** and **READABLE**. Unclear or pixelated documents shall not be considered and may lead to possible exclusion from the pool of applicants.

- A. **Letter of Intent*** – Must be addressed to **EDWIN R. MARIBOJOC, CESO V**, Schools Division Superintendent of Department of Education – Schools Division of Lanao del Norte. Kindly **INDICATE THE POSITION** you are applying for with the corresponding area of specialization if applicable.
- B. **Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025)* with Work Experience Sheet (WES)** – please ensure that **ALL PAGES MUST BE SIGNED** and your **THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH** are ON THE 4TH PAGE of your PDS.

IMPORTANT NOTE:

For PDS: Applicant must ensure all details and information are correct and updated from page 1-4.

For WES (if applicable): applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These



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experiences must be reflected and must be consistent with your accomplished PDS.

C. Photocopy of **Voter's ID and/or any proof of residency***
D. Photocopy of **valid and updated PRC License/ID and Certificate of Board Rating*** (must be CLEAR and READABLE)

- Non mandatory for Senior high School applicants who are not LET passers

E. Photocopy of **Transcript of Records and Diploma***

IMPORTANT NOTE FOR POINTING/SCORING SYSTEM (units and/or degrees earned are relevant to the position applied:

For applicants with earned units leading to Master's and/ or Doctorate degree/s, kindly attach any of the following:

- Transcript of Record (if graduated)
- Certificate of Completed Academic Requirements (if CAR)
- Certificate of Units Earned (if Unit's earner)

F. Photocopy of **Certificate/s of Relevant Training/s**

Note: for *SHS-TVL applicants*, a Photocopy of **valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II*** is mandatory

G. For Experience, Photocopy of any of the following documents (must be signed by authorized school official):

- **Certificate of Employment**
- **Contract of Service**
- **duly signed Service Record**

H. **Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (Annex C)*** notarized by the following authorized officials:

President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; Secretaries of the Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerk of courts; registrar of deeds; other civilian officers in the public service of the government of the Philippines whose appointment are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional officers; punong barangay; and notaries public (Reference: Section 41 of R.A. 10755)

I. Other documents.

GENERAL REMINDERS:



Address: Pigcarangan, Tubod, Lanao del Norte
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- **Self-Assessment:** Prior to submission, applicants are advised to review the qualification standards and performance requirements to ensure their profile meets the criteria for the position.
- **Application Form:** All applicants must complete the official application form, which can be accessed via the following links:
 - **Elementary/Kindergarten:** <https://tinyurl.com/LDN-T1-Elem-2627>
 - **Junior High School:** <https://tinyurl.com/LDN-T1-JHS-2627>
 - **Senior High School:** <https://tinyurl.com/LDN-T1-SHS-2627>
- **Document Packaging:** Applications must be submitted in a **long folder** with corresponding lettered tabs. Please observe the following color-coding scheme:
 - Elementary/Kindergarten (**Brown**)
 - Junior High School (**Red**)
 - Senior High School (**Yellow**)
- **Submission Deadline:** Submit your complete application to the **Administrative Officer II** assigned to the school nearest you on or before **January 30, 2026**.
- **Late Submission:** Applications submitted after the deadline or lacking required documents **will not be included** in the official pool of applicants. No additional documents will be accepted after the deadline specified in this memorandum.
- **Internal Transmission:** Administrative Officers II shall forward all received applications to the Personnel Section, through the Records Section, on or before **2:00 PM on February 4, 2026**.
- **Communication:** Updates regarding the application status will be sent via email or SMS. Applicants are strongly encouraged to ensure their provided contact lines remain active.
- **Re-application Option:** Remaining applicants from the SY 2025-2026 CAR-RQA who were not appointed (including those who did not meet the cut-off score) may opt to carry over their previous scores or update their credentials. To exercise this option and bypass the full hiring process, candidates must submit a **Letter of Intent**.

The Department of Education – Schools Division of Lanao del Norte adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

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) 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