



Republic of the Philippines
 Department of Education
 Negros Island Region
 SCHOOLS DIVISION OF SAGAY CITY

JAN 08 2026

DIVISION MEMORANDUM

No. 021, s. 2026

SELECTION PROCESS FOR TEACHER I APPLICANTS IN THE ELEMENTARY, SECONDARY, AND SENIOR HIGH SCHOOL LEVELS FOR SY 2026-2027

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Public Schools District Supervisors
 Public and Private Elementary & Secondary School Heads
 All Others Concerned

1. The Schools Division of Sagay City announces the Recruitment and Selection Process for Teacher I applicants in Kindergarten, Elementary, Junior High School, and Senior High School levels for SY 2026-2027.
2. The procedure and criteria for the evaluation of Teacher I applicants shall adhere to DepEd Order No. 7, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", as amended by the DepEd Order No. 021, s. 2024 "Amendments to DepEd Order No. 007, s. 2023", and in accordance with DepEd Order No. 19, s. 2022 "The Department of Education Merit Selection Plan".
3. Interested applicants shall submit application folders in **2 sets of clear photocopied/printed** pertinent documents and upload electronic copies of documents in .pdf format on the online application system using this link: <https://bit.ly/SDOSagayHRMPSE> not later than **February 6, 2026**. Application folders shall be submitted to the Elementary, Secondary, or Senior High School where he/she intends to apply.
4. This Office adheres strongly to the Equal Employment Opportunity Policy of the Civil Service Commission and observes fairness and equality in hiring; thus, this recruitment and selection is open to any interested applicants regardless of age, gender, civil status, indigenous group, special needs, political, and religious affiliation.
5. Attached in the enclosures are the Specific Instructions for Applicants, Indicative Timeline for the Recruitment, Evaluation and Selection Process, Civil Service-Approved Basic Qualification Standard (QS), List of Documentary Application Requirements, Criteria for Evaluation of Points, Checklist of Requirements and Omnibus Sworn Statement, and Authorization for Background Investigation.
6. Immediate, wide dissemination, and compliance of this Memorandum are desired.

DANNIE CLARK M. UGUIL, CESE
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



Enclosure : as stated
 Reference : as stated
 Allotment : N/A
 No. of Pages: 7
 To be indicated in the **Perpetual Index** under the following subjects:

HIRING RECRUITMENT TEACHER

FN: HRPERSONNEL\RECRUITMENT OF TEACHER I



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Email Address: sagay.city001@deped.gov.ph



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Enclosure No. 1 To Division Memorandum No. 024, s. 2026

SPECIFIC INSTRUCTIONS TO TEACHER I APPLICANTS

1. Applicants are required to use the prescribed colors for their application folders depending on the level they are applying for:

Green	-	Kindergarten
Blue	-	Elementary
Red	-	Junior High School
Yellow	-	Senior High School

2. The front cover of each folder should contain the applicant's name, position applied for, and level (SNEd, Kindergarten, Elementary, Junior High, Senior High School). **Junior High School applicants should indicate their area of specialization. For Senior High School, indicate the Subject Group of the track/strand applied for.** The said "field/subject specialization" **should be the same with the applicant's qualification as indicated in his/her report of LET rating issued by the Professional Regulation Commission.** All documents must be arranged and labelled accordingly with tabbings.

3. 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 a document submitted, as required under section 20 of DO 007, s. 2023, **shall no longer be required to be notarized.** The aforesaid document shall henceforth be **required to be sworn before any public officer authorized to administer oath** pursuant to Book I, Chapter 10, Section 41 of EO 292 as amended by Republic Act (RA) No. 6733 and as further amended by RA 10755.

4. Teacher I applicants on the current CAR-RQA (SY 2025-2026) who will not be appointed during the current school year, including those who did not meet the cut-off score, shall have the option to **retain/carry over their CAR-RQA scores** and/or update their credentials without undergoing the entire hiring process for the next school year, provided they submit a Letter of Intent to participate in the subsequent hiring process, indicating their decision to carry over their CAR-RQA scores and/or update their documents. Applicants must also attach a certified true copy of their Individual Evaluation Sheet and Comparative Assessment Results showing their previous application code which can be requested at the Personnel Office of this Division.



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Enclosure No. 2 To Division Memorandum No. 021, s. 2026

INDICATIVE TIMELINE FOR THE RECRUITMENT AND EVALUATION ACTIVITIES

Activity	Schedule and Venue
Briefing of all applicants	January 19, 2026; 2:00 pm – 5:00 pm Sagay National High School Covered Court
Orientation of School Screening Committee	January 30, 2026; 2:00 pm – 5:00 pm Sagay National High School Covered Court
Submission of Application Documents to Schools	January 19 – February 6, 2026
Initial Evaluation of Documents by the School Screening Committee	February 9 – 11, 2026
Submission of Initial Evaluation Results (IER) and application documents to the Personnel Section – Division Office	February 12, 2026
Orientation of Division Sub-Committees for the conduct of Comparative Assessment	February 13, 2026; 2:00 pm – 5:00 pm Division Office Conference Room
Review of the Initial Evaluation Results (IER)	February 16 – 18, 2026
Demonstration Teaching	February 19 – March 6, 2026
Written Exam (Teacher Reflection)	March 8, 2026 (venue to be announced)
Evaluation and Deliberation of Application Documents for Comparative Assessment	March 9 – 13, 2026
Open Ranking of Applicants	March 16 – 20, 2026
Preparation of Comparative Assessment Results (CAR)	March 23 – 31, 2026
Submission of Comparative Assessment Results (CAR) for the Approval of SDS	April 1, 2026
Posting of the Comparative Assessment Results (CAR)	April 2, 2026



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QUALIFICATION STANDARDS, DOCUMENTARY REQUIREMENTS, AND CRITERIA FOR EVALUATION OF POINTS FOR TEACHER I POSITIONS IN ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL

A. Qualification Standards

Position Title	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
			Education	Training	Experience	Eligibility	
Teacher I (Elementary)	11	Php 31,705.00	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	PBET/LET (RA 1080 Teacher - Elementary/Secondary)	Elementary schools within SDO Sagay City
Teacher I (Secondary)	11	Php 31,705.00	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	PBET/LET (RA 1080 Teacher - Secondary)	Secondary schools in the Division of Sagay City
Teacher I (Senior High School – Academic)	11	Php 31,705.00	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; or 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	None required	PBET/LET (RA 1080 Teacher - Secondary); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring	Senior High Schools within SDO Sagay City
Teacher I (Senior High School – TechPro)	11	Php 31,705.00	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; or 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	National Certificate (NC) II in the relevant technical-vocational course(s) in the area of specialization	None required	PBET/LET (RA 1080 Teacher - Secondary); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring	Senior High Schools within SDO Sagay City



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B. Documentary Requirements

Applicants must submit 2 sets of application documents, arranged in this order:

- a. Letter of Intent addressed to the Schools Division Superintendent:
DANNIE CLARK M. UGUIL, CESE
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent
- b. Duly accomplished and notarized/sworn Personal Data Sheet (CS Form 212, Revised 2017) with Work Experience Sheet and recent picture
- c. Photocopy of proof of residency shown by any **two** valid documents such as Philippine National ID, Barangay Certificate, or TIN ID
- d. Photocopy of Certificate of Eligibility/Rating/License/ID
- e. Photocopy of scholastic/academic records, such as Transcript of Records (TOR) and Diploma
- f. Photocopy of Service Record or Certificate of Employment, if applicable
- g. Photocopy of Certificates of Training, if applicable
- h. Notarized/Sworn Checklist of Requirements and Omnibus Sworn Statement (Annex C of DO 7 s. 2023)
- i. Authorization for Background Check (Enclosure No. 5 of this Memorandum)

C. Criteria for Evaluation

Evaluation of Applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 “Guidelines on the Recruitment, Selection, and Appointment in the Department of Education – Criteria and Point System for Hiring to Teacher I Positions” broken down as follows:

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



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
 Email Address: sagay.city001@deped.gov.ph

CHECKLIST OF REQUIREMENTS AND OMNIBUS SWORN STATEMENT

Name of Applicant: _____
 Position Applied For: _____
 Office: Department of Education – SDO Sagay City
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: to be filled in by the SDO

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 to the highest human resource officer designated by the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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 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 (Annex C)			
k. Other documents as may be required for comparative assessment:			
Photocopy of proof of residency shown by any two valid documents such as Philippine National ID, Barangay Certificate, or TIN ID			
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 by: _____
 School Administrative Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION ON 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

Subscribe and sworn to before me this _____ day of _____, year _____.

Person Administering Oath



Republic of the Philippines
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Enclosure No. 5 to Division Memorandum No. 021 s., 2026

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

AUTHORIZATION FOR BACKGROUND CHECK

I, _____, hereby authorize the Schools Division Office of Sagay City (SDO-Sagay City) to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the information gathered by SDO-Sagay City during the background investigation will only be used for this application process and shall be protected and kept confidential as required under the Data Privacy Act of 2012 (Republic Act No. 10173). I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Name and Signature of Applicant

Date: _____



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