



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF KIDAPAWAN CITY

DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF KIDAPAWAN CITY
RELEASED

RECORDS UNIT

22 DEC 2025

Date/Time
4:59 PM

22 December 2025

DIVISION MEMORANDUM
OSDS-2025- 196

**DIVISION RECRUITMENT AND SELECTION OF TEACHER I APPLICANTS
(KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH
SCHOOL) FOR THE SCHOOL YEAR 2026-2027**

To : Assistant Schools Division Superintendent
Division Chiefs (CID, SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All School-Based Administrative Officer II
Teacher Applicants
All Others Concerned

1. In compliance with DepEd Order No. 007, s. 2024 titled, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" and DepEd Order No. 021, s. 2024 titled, "Amendment to DepEd Order 007, s. 2023", this office announces the start of recruitment and selection process for Teacher I positions for Kindergarten, Elementary, Junior High School, and Senior High School for School Year 2026-2027.

2. An applicant for Kindergarten to Senior High School positions shall submit his/her documents to the School Head of the Elementary or Secondary school where a teacher shortage or vacancy exists (regular/or natural).

3. Pursuant to CSC Memorandum Circular No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME – HRM) which requires the institutionalization of the **Equal Opportunity Principle** (EOP) in all areas of human resource, all interested and qualified applicants to the position regardless of age, sex, gender, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status and physical disability are enjoined to apply for the position and shall submit the following mandatory documentary requirements to be submitted which should be **sequentially arranged and intact in a properly marked folder with tabs and table of contents:**

a. Letter of Intent addressed to the Head of Office;

MIGUEL P. FILLALAN JR. CESO V
Schools Division Superintendent



Address: JP Laurel St., corner Quirino Drive, Poblacion, Kidapawan City
Telephone No.: (064) 5779654
Email Address: kidapawan.city@deped.gov.ph
Website: depedkidapawancity.net



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- b. Duly accomplished and notarized Personal Data Sheet (CS Form No. 212, Revised 2025) with the latest passport size ID 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 obtained in the Licensure Examination for Teachers (LET) /Professional Board Examination for Teachers (PBET), 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 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, using the attached form (Annex C), sworn before any public officer authorized to administer oath pursuant to Book I, further amended by RA 10755;
- k. Other documents as may be required by the Selection Committee for comparative assessment, including but not limited to:
 - 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; if applicable;
 - ii. Photocopy of Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(i) is not relevant to the position to be filled, if applicable.

l. Additional Requirements for:

l.a Photocopy of Voter's ID and/or certification of proof of residency as deemed acceptable by the School Screening Committee

IP Applicants

- Any proof that the applicant can speak the community's language with adequate fluency and ease to discuss various concerns
- A certificate or attestation from recognized IP leaders that the applicants have in-depth knowledge on IP IKSP

ALIVE Applicants

- Result of Qualifying Examination for Arabic Language and Islamic Studies (QEALIS)

SNED Applicants

- Transcript of Records for the Degree or units earned in Special Needs Education (SNED)



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Kindergarten Applicants

- Transcript of Records for the Degree or units earned in Early Childhood Education (ECE)

Senior High School Applicants

- **For TVL Applicants**, photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than the course to be taught (e.g. NC-III in SMAW to teach SMAW NC II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses).
- **For Arts and Design and Sports Track Applicants**, photocopy of Certification of Proficiency /Recognition from recognized organizations/guilds.

4. 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 this school year, provided, they submit the following documents requirements to the where vacancy exists:

- a. Duly accomplished Request Letter to Retain the Score from the previous ranking
- b. Photocopy of the signed previous result
- c. Applicable documents to be updated
- d. Updated PRC ID
- e. Photocopy of voter's ID, Certification and/or proof of residency as deemed acceptable by the School Screening Committee

5. Applicants who fail to submit the mandatory documentary requirements (Item a to l) on the set deadline may not be included in the pool of official applicants. **No further documents shall be accepted after the deadline, unless otherwise deemed justifiable by proper authorities.**

6. Applicants shall follow the prescribed color coding of the folders based on the following:

Kindergarten and Elementary – **BLUE**
Junior High School – **YELLOW**
Senior High School – **RED**

7. Activities for the recruitment and selection process are as follows:

Date	Activity/Task	Responsible Person(s)	Place/Venue
January 15, 2026	Orientation of Division Selection Committee and HRMPSB Expanded Committee	Division Selection Committee	Division Conference Hall



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January 16, 2026 (Friday)	Orientation of Teacher-Applicants	Division Selection Committee	KCPES Covered Court
January 17- February 7, 2026	Registration of Teacher Applicants to the given link	Division Information Technology Officer/Secretariat	https://hiring.depedkidapawancity.net/
January 17- February 7, 2026	Submission of Documents of Teacher-Applicants to School Screening Committees	School Screening Committees, Teacher-Applicants	Respective Schools
February 23- 27, 2026	Conduct of Demonstration Teaching and Interview	District Screening Committees, School Screening Committees	TBA
March 7, 2026	Conduct of Written Examination - Non-Classroom Observable Indicators (NCOI)	Division Selection Committee, HRMPSB Expanded Committee, Secretariat, Applicants	KCPES
March 9- 13, 2026	Consolidation of all the results (ETE, COI and NCOI)	Division Selection Committee, HRMPSB Expanded Committee	District Offices
March 16-20, 2026	Conduct of Open Ranking System and Confirmation of Individual Results	Division Selection Committee, HRMPSB Expanded Committee, Secretariat, Applicants	District Offices
March 23, 2026	Submission of Consolidated Results/Ranking in signed hard copy, e-copy, and the pertinent documents of applicants to the Division Office	Division Selection Committee, HRMPSB Expanded Committee, Secretariat	Division Office
April 6- 10, 2026	Review and Finalization of CAR RQA	Division Selection Committee, HRMPSB Expanded Committee, Secretariat	Division Conference Room
April 13, 2026	Signing of the CAR RQA	SDS, Division Section Committee, Secretariat	Division Conference Room
April 20, 2026	Posting of CAR-RQA	Division Selection Committee	Three (3) conspicuous places



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8. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. The School and District Selection Committee shall check and verify the completeness, authenticity, veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.
9. Traveling and other incidental expenses of all concerned shall be charged against School MOOE and/or Division MOOE as well as meals and snacks of Committee members during the whole duration of the hiring process subject to the usual accounting and auditing rules and regulations.
10. Widest dissemination of and compliance with this Memorandum are desired.

MIGUEL P. FILLALAN JR. CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 007, s. 2023; DepEd Order No. 021, s. 2024

To be indicated in the Perpetual Index
under the following subjects:

HIRING RECRUITMENTS SELECTION

JPI/DM - DIVISION RECRUITMENT, SELECTION, AND HIRING GUIDELINES FOR TEACHER I APPLICANTS (KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL) FOR THE SCHOOL YEAR 2026-2027 / _____/December 22, 2025



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Annex C

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 Requirements		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			
b.	Duly accomplished and notarized Personal Data Sheet (CS Form No. 212, Revised 2025) with the latest passport size 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 obtained in the Licensure Examination for Teachers (LET) /Professional Board Examination for Teachers (PBET), 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 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, using the attached form (Annex C), notarized by authorized official			
k.	Other documents as may be required by the Selection Committee for comparative assessment, including 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; if applicable			
	ii. Photocopy of Performance Rating obtained from the relevant work experience, if Performance Rating in Item 3(i) is not relevant to the position to be filled, if applicable			
l	Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee			
	<u>IP Applicants</u> Any proof that the applicant can speak the community's language with adequate fluency and ease to discuss various concerns A certificate or attestation from recognized IP leaders that the applicants have in-depth knowledge on IP IKSP <u>ALIVE Applicants</u> Result of Qualifying Examination for Arabic Language and Islamic Studies (QEALIS)			
	<u>SNED Applicants</u> Transcript of Records for the Degree or units earned in Special Needs Education (SNED)			
	<u>Kindergarten Applicants</u> Transcript of Records for the Degree or units earned in Early Childhood Education (ECE)			
	<u>Senior High School Applicants</u> For TVL Applicants , photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than the course to be taught (e.g. NC-III in SMAW to teach SMAW NC II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses). For Arts and Design and Sports Track Applicants , photocopy of Certification of Proficiency /Recognition from recognized organizations/guilds.			

Attested:

JUVY LYN L. MANGIBUNONG
HRMO



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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 purpose 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

In consonance with Republic Act No. 8792 or the "*Electronic Commerce Act of 2000*", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirements is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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_____ Date

MIGUEL P. FILLALAN JR. CESO V

Schools Division Superintendent
Schools Division of Kidapawan City
JP Laurel St., cor. Quirino Drive, Poblacion, Kidapawan City

Sir Fillalan:

I, _____, a resident of _____
applied last School Year 2025-2026 for _____ level.

I am formally requesting my score/s from SY 2025-2026 CAR-RQA in the _____ level for the position of Teacher I to be retained and considered for School Year 2026-2027. I am also humbly requesting to **update** my documents subject for review and evaluation, details are as follows:

(Please check the documents to be updated)

- _____ A. Education
_____ B. Training
_____ C. Experience
_____ D. PBET/LET/LEPT Rating
_____ E. PPST Classroom Observable Indicators (COIs)
Classroom Observation/Demonstration Teaching
_____ F. PPST Non-Classroom Observable Indicators (NCOIs)
Teacher Reflection/Interview
_____ G. Residence (attach updated Voter's ID/Certification/Transfer)
Old Address: _____
New Address: _____
_____ H. Contact Number: _____

Retain for:

_____ Elementary _____ Junior High School _____ Senior High School

Attached herewith are the updated documents subject for evaluation and assessment. I assume full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted.

I would greatly appreciate your kind consideration of this request.

Respectfully,

Signature over printed name of the applicant

Contact number: _____