



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

January 13, 2026

DIVISION MEMORANDUM

No. 04, s. 2026

CALL FOR TEACHER I APPLICANTS FOR SCHOOL YEAR 2026 -2027

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/District In-Charge
Elementary & Secondary School Heads
Human Resource Merit, Promotion, and Section Board
All Others Concerned

1. Pursuant to DepEd Order No. 19, s. 2022 otherwise known as the Department of Education Merit Selection Plan, and DepEd Order No. 007, s. 2023, or the Guidelines on Recruitment, Selection and Appointment in the Department of Education dated March 22, 2023, as amended by DO 021, s. 2024 dated December 23, 2024 this Office hereby announces the Call for Teacher I Applicants for School Year 2026-2027.

2. Applicants shall submit their pertinent documents to **the school nearest to their residence from January 26 – 30, 2026.**

- Junior and Senior High School applicants shall specify their **area of specialization & track/strand.**
- Documents must be arranged with tabbing and filed in folders according to the following **color coding** for ease of reference:
 - Elementary: Yellow
 - Junior High School: Red
 - Senior High School: White

3. **New applicants** shall submit one (1) labeled folder, **Pertinent Papers for Application for [Teacher 1 – level]** enclosed with the following requirements, to wit:

- a. Application letter addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office, **GAUDENCIO C. ALJIBE JR., PhD, CESO V**, Schools Division Superintendent;
- b. Duly accomplished PDS (2025 Revised Form) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, or Certificate of Eligibility, if applicable;
- d. Photocopy of Certificate of Rating, for PRC License, if applicable;



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telephone Nos: (055) 500 1020
Email Address: northernsamar@deped.gov.ph
Division Official Website: <https://northernsamar.deped.gov.ph>

- e. Photocopy of scholastic /academic records 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 of the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), not necessarily notarized.

4. School-based Administrative Officer shall assist the SDO in receiving applications. Upon receipt, he/she shall conduct an initial evaluation to ensure completeness, authenticity and veracity of the submitted documents before forwarding them to the district office on or before February 06, 2026.

5. The District Office, through the PSDS or District AOII – HR Focal, shall consolidate the verified documents of applicants and submit to the Personnel Unit on or before February 13, 2026.

6. Request for retention or updating of points for Teacher I applicants (SY 2025-2026) shall be submitted, together with the necessary documents (if any) from January 26 - 30, 2026 at the Personnel Unit of the Division Office. Please use the attached **Letter of Intent Form** for retention/update.

- **For retention of points**, only a **letter of intent** is required; no supporting documents need to be submitted.
- **For updating of points**, a **letter of intent** must be accompanied by the relevant documents requiring update.


7. The Division Selection Committee's evaluation schedule and list of applicants shall be announced through the SDO bulletin board and published on the official SDO website <https://northernsamar@deped.gov.ph>

8. The schedule and pertinent information regarding the next phases of the evaluation and selection process shall be issued through a separate memorandum.

9. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

DepEd Northern Samar
RELEASED

By: 
Date: 4 JAN 2026



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Date

GAUDENCIO C. ALJIBE JR., PhD, CESO V

Schools Division Superintendent
Schools Division of Northern Samar
Mabini St., Brgy. Acacia, Catarman, N. Samar

Sir:

I, _____, presently residing at _____,
submitted my application for the _____ level during School Year
2025–2026.

In this regard, I respectfully request that my CAR-RQA score/s for SY 2025–2026 under the
_____ level for the position of Teacher I be either

retained ☐ or updated ☐ for School Year 2026–2027. Should
there be any applicable changes, I kindly request the updating of my records in terms of
_____.

Enclosed are the supporting documents for evaluation and validation by the HRMPSB. I
hereby affirm that all submitted documents are complete, genuine, and accurate, and I
accept full responsibility for their authenticity. I sincerely hope for your favorable
consideration of this request.

Respectfully yours,

Signature over printed name of the applicant
Contact number: _____



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