



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

**Office of the Schools Division Superintendent**

June 30, 2026

DIVISION MEMORANDUM  
 No. 243, s. 2026

**CALL FOR APPLICANTS FOR TEACHER IV (SPECIAL NEEDS EDUCATION  
 TEACHER I) POSITION**

To: Assistant Schools Division Superintendent  
 Chiefs, Functional Divisions  
 Human Resource Management Officer  
 Human Resource Merit, Promotion, and Selection Board  
 School and District Heads  
 Others Concerned

1. In compliance with the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and DepEd Order No. 007, s. 2023, otherwise known as the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Division hereby announces the **Call for Applicants for the Teacher IV (Special Needs Education Teacher I)** position, as follows:

**A. Vacancy Information**

Position/Level	Salary Grade	Basic Salary	No of Vacancies/Official Station/School Assignment	
<i>Teacher IV (Special Needs Education Teacher I - Elementary)</i>	14	Php38,764.00	1	Catarman SPED
			1	Gamay Central School
<i>Teacher IV (Special Needs Education Teacher I - Secondary)</i>			1	Pambujan I Central School
			1	Gamay National High School

**B. Qualification Standards**

Position	Education	Training	Experience	Eligibility
<i>Teacher IV (Special Needs Education Teacher I (Elementary))</i>	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080, as amended (Teacher-Elementary/Secondary)
<i>Teacher IV (Special Needs Education Teacher I (Secondary))</i>				RA 1080, as amended (Teacher-Secondary)



Address: Mabini St., Brgy. Acacia, Catarman, Northern Samar, 6400  
 Telephone Nos: (055) 500 9102  
 Address: [northernsamar@deped.gov.ph](mailto:northernsamar@deped.gov.ph)  
 Division Official Website: <http://northernsamar.deped.gov.ph>

2. All interested and qualified applicants are invited to apply, regardless of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or membership in an indigenous community.
3. Applicants shall submit their complete documentary requirements to the **Personnel Unit, Division Office** on or before **July 6, 2026**, not later than **5:00 PM**.
4. 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. Any false and fraudulent document submitted shall be grounds for disqualification.
5. Applicants shall submit, in one (1) folio<sup>CE</sup> size (8.5" × 13") folder with tabbing, and labeled, **Pertinent Papers for Application for Teacher IV (Special Needs Education Teacher I)**, the following documentary requirements:
  - a) Letter of Intent addressed to GAUDENCIO C. ALJIBE, JR. PhD, CESO V, Schools Division Superintendent, Department of Education, Northern Samar Division, Mabini St., Brgy. Acacia, Catarman, Northern Samar;
  - b) Duly accomplished PDS (CSC Form No. 212, Revised 2025/2026) with Work Experience Sheet;
  - c) Photocopy of Voter's ID and/or any proof of residency;
  - d) Photocopy of valid and updated PRC license/ID;
  - e) Photocopy of Certificate of Board Rating;
  - f) Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
  - g) Photocopy of duly signed Service Record or Certificate of Employment (whichever is available);
  - h) Photocopy of latest appointment (for those applying for promotion);
  - i) Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if applicable;
  - j) Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
  - k) Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating  
(note: submit at most three (3) performance ratings depending on the performance requirements per item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)
  - l) Checklist of Requirements, CAV, Data Privacy Consent Form; and
  - m) Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs.

6. Applicants who failed to submit complete mandatory documents (a-l), except (m), on the set deadline indicated in this memorandum shall not be included in the official list of applicants.
7. All applicants are required to accomplish the form through the provided link or by scanning the QR code.

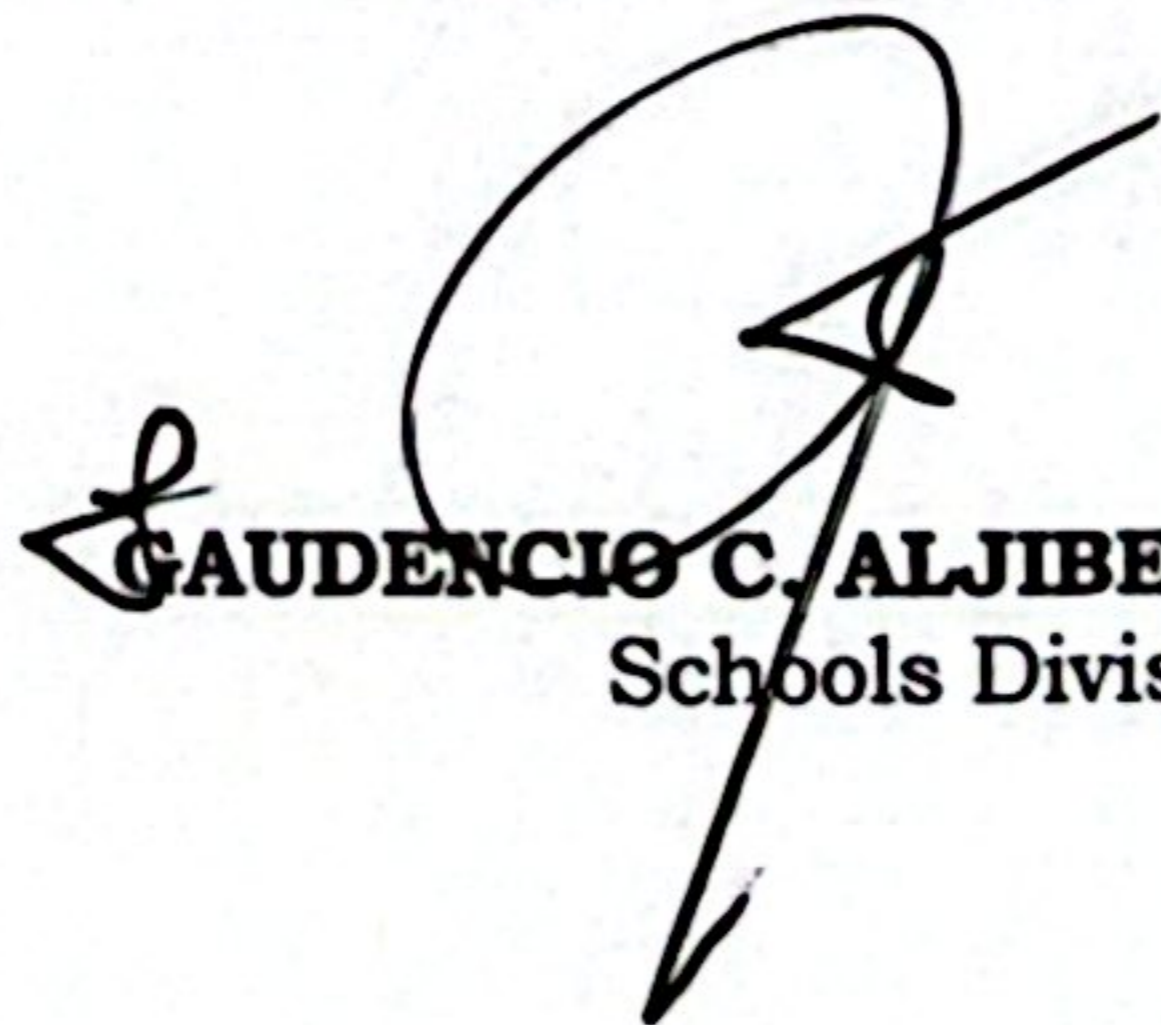


<https://forms.cloud.microsoft/r/t0ZVjk02Mp>

8. The criteria and point system for evaluative assessment for the position are as follows:

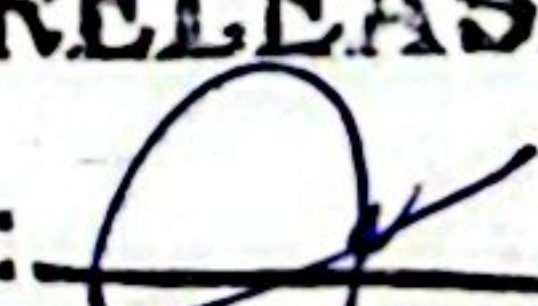
Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (Classroom Observation)	25
f. PPST NCOIs (Portfolio Annotations and BEI)	15
<b>Total</b>	<b>100</b>

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: **30 JUN 2026**

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record or Certificate of Employment ( whichever is available)			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if applicable			
j. Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating <i>(note: submit at most three (3) performance ratings depending on the performance requirements per item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)</i>			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOV)s) for the assessment of identified PPST NCOs			

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

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 requirement 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.