



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

19 January 2026

DIVISION MEMORANDUM
No. 19, s. 2026

**CALL FOR SUBMISSION OF APPLICATION FOR TEACHER I ASSESSMENT
(DIVISION ASSESSMENT ACTIVITIES AND SCHEDULES FOR T-1 FOR SY 2026-2027)**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors/District In Charge
Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office of Nueva Vizcaya is pleased to announce the conduct of Division Hiring activities for Teacher I for SY 2026-2027. To facilitate the smooth conduct of the assessment, this office shall strictly adhere to the following schedule of activities to wit:

| Date and Timelines | Activity | Persons Involved (In-Charge) | Needed Documents to be submitted/prepared by the Division Office/School |
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| January 19, 2026 | Reconstitution of Division Selection Committee and Sub-Committees | Division Screening Committee SDS | Reconstituted Division Screening Committee and Sub-Committees |
| January 19, 2026 | Organization of the School/ District Screening Committee <ul style="list-style-type: none">• <i>To be submitted at the HR Office on January 23, 2026 through the Records Section</i> | School Heads Division Screening Committee SDS | School Screening Committee of Schools District Screening Committee/ Sub Committees |
| January 28, 2026 | Re-Orientation on the assessment Guidelines | District Screening Committee | Memorandum for the Orientation |
| January 29-30, 2026 | Orientation on the Assessment Guidelines | Teacher Applicants from the North and South | Memorandum for the Orientation |



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| February 1-February 27, 2026 | Acceptance of application documents in the school | School Heads/ District Screening Committee (DSC)/ School Screening Committee (SSC) | Portfolio with ear tag |
| February 1-February 27, 2026 | <ul style="list-style-type: none"> Verification and certification as to completeness, veracity, accuracy, and authenticity of documents submitted. Pre-assessment of documents | School Screening Committee (SSC)/District Screening Committee (DSC) | Certification from Administrative Officers as to the Completeness, Veracity and Authenticity of Documents |
| March 2-13, 2026 | Conduct of Cluster-based Demonstration Teaching | School Screening Committee (SSC)/District Screening Committee (DSC) | Accomplished <ul style="list-style-type: none"> Observation Notes Form Rating Sheet Inter-Observer Agreement Form <p><i>(for uniformity and consistency of giving points, rating template for demonstration teaching and skill demonstration, the office will release a soft copy for reproduction)</i></p> |
| March 16, 2026 | Distribution of Teacher Reflection Examination through the SDO Records Section | Human Resource Management Office (HRMO)/SDO Records Section | Teacher Reflection Examination Form |
| March 17, 2026 | Conduct of Cluster-based Teacher Reflection Examination | School Screening Committee (SSC)/District Screening Committee (DSC) | Accomplished Teacher Reflection Form |
| March 19, 2026 | | School Screening Committee (SSC)/ | Accomplished Teacher Reflection Form |

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| | <p>Submission of the following to the HRM Office through the records section:</p> <ul style="list-style-type: none"> • Accomplished Teacher Reflection Examination • Result of Cluster-based Demonstration Teaching • Initial summary of Ratings of Teacher Applicants | <p>District Screening Coming (DSC)/ SDO Records Section</p> | <p>Accomplished</p> <ul style="list-style-type: none"> • Observation Notes Form • Rating Sheet • Inter-Observer Agreement Form <p>Consolidated summary of points</p> |
| March 23-27, 2026 | Checking of Teacher Reflection Examination | Division Screening Committee | Teacher Reflection Form |
| March 30, 2026 | Submission of result of Teacher Reflection Examination | Division Screening Committee | Result of Teacher Reflection Examination |
| March 31- April 17, 2026 | Final Review, Consolidation and Finalization of Points/Ratings | HRMPSB/DSC Secretariat | Master list Copy of Teacher Applicants |
| April 20, 2026 | Submission of Complete and final result of the Master list/RQA to the SDS | HRMPSB/DSC Secretariat | Master list Copy of Teacher Applicants RQA for Elem RQA for JHS RQA for SHS RQA for IP Applicants |
| April 22, 2026 | Approval of the RQA | SDS | Registry of Qualified applicants for Elem, JHS, SHS, IP |
| April 27, 2026 | Publication of the RQA | ITO/HRMPSB | Registry of Qualified Applicants (RQA) for Elem, JHS, SHS, IP |

2. Applicants are required to register and fill up the information needed at https://bit.ly/TeacherRegistration_2026 after submitting the hard copies of your documents to schools, to maintain the final list of applicants for Teacher I (**Link will be opened on February 2, 2026**)
3. All interested applicants are advised to submit their application letter to only one (1) of their prospective schools with the following attachments arranged with Table of Contents and Ear tabs to facilitate an easy access of documents during the assessment:
 - A. Letter of intent addressed to the Schools Division Superintendent,
 - B. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
 - C. Photocopy of valid and updated PRC License/ID, if applicable
 - D. Photocopy of Certificate of Eligibility/ Rating, if applicable

E. Photocopy of scholastic/ academic record such as but not limited of Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if applicable;

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. Checklist of Requirements and Omnibus Sworn Statement of the Certification of the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012)

4. All Teacher 1 Applicants will be assessed based on DepEd Order 007, s.2023 Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education and DepEd Order 021, s.2024 Re: Amendments to DepEd Order No. 007, s.2023.

5. The following are the composition of the School Screening Committee/District Screening Committee, and Division Selection Committee.

| DIVISION SCREENING COMMITTEE | |
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| CHAIR: | ADONIS C. CEPEREZ EdD, CESE Assistant Schools Division Superintendent |
| Members: | ROMULO S. ANCHETA PhD Chief Education Supervisor, School Governance and Operations Division |
| | ROMEL S. DE GRACIA PhD Senior Education Program Specialist, Planning and Research |
| | ATTY. JULIUS CAESAR G. DOMINGO, CPA Attorney III / OIC-Administrative Officer V |
| | PRINCES C. AQUITANIA Administrative Officer IV (HRMO) |
| SECRETARIAT: | |
| Head: | ERLINDA L. RODUTA Administrative Officer II |
| Members: | JOVY M. PANGANIBAN Administrative Assistant III JEREMIE T. FRONDA Administrative Assistant III |
| | All Administrative Officers |
| ADDITIONAL MEMBERS OF THE DIVISION SCREENING COMMITTEE IN-CHARGE OF MONITORING NON-CLASSROOM OBSERVATION | |
| Members | NIMFA NORIE A. AQUINO PhD Education Program Supervisor BERMELITA E. GUILLERMO Education Program Supervisor |

RONNIE A. BIBAS PhD
Education Program Supervisor

DINDO JOHN H. MORENO PhD
Education Program Supervisor

MELANY M. ASUNCION PhD
Education Program Supervisor

SINGASING G. VALDEZ
Public Schools District Supervisor

ARNEL A. PANGANIBAN
Public Schools District Supervisor

FLORENCE F. ESPARRAGO
Head Teacher V
OIC, SEPS-HRD

MENALYN A. SALVADOR
School Principal III

REYNOLD B. MARIANO
School Principal I

MICHAEL C. MANZANO
Master Teacher II (teaching)

IN-CHARGE OF NON-CLASSROOM OBSERVABLE INDICATOR

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| Teacher Reflection Form | All Education Program Supervisors |
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6. All members of the School Screening Committee are advised to use the RQA Template provided by the HRM Office for the consolidation of reports to facilitate consistency in assigning points. (**Forms will be downloaded to a google drive for easy access**)
7. For further information as regards to the retention and updating of points, additional guidelines on demonstration teaching and concerns of applicants from Private Schools, please see attached **CONTEXTUALIZED GUIDELINES ON THE ASSESSMENT OF TEACHER I APPLICANTS**.
8. Widest dissemination of this memorandum is highly enjoined.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

References:

DepEd Order No. 007, s. 2023
DepEd Order No. 021, s. 2024

SCHOOLS DIVISION OF NUEVA VIZCAYA CONTEXTUALIZED GUIDELINES ON THE ASSESSMENT OF TEACHER-I APPLICANTS

The following guidelines does not intend to alter any information and guidelines provided under DepEd Order No. 003, s.2024. Rather, this has been drafted to facilitate the smooth and more organized conduct of Teacher I Assessment of SDO Nueva Vizcaya.

RETENTION OF SCORES

- a) Applicants from the latest Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) may request for the retention of their points from the latest assessment provided that, they submit a letter of intent within three (3) weeks after the posting of the herein memorandum, at the Human Resource Management Office (HRMO) through the records section, addressed to the Schools Division Superintendent, Attention: HRMPSB.
- b) Retention of points can only be made only three (3) times. For example, if the points were earned last SY 2022-2023, it can be requested for retention for SY 2023-2024 and SY 2024-2025 but can no longer be retained for SY 2026-2027.
- c) Applicants who wish to retain their points and request to transfer from Junior High School to Senior High School or vice versa, or from Junior/Senior High School to Elementary, may be allowed provided that they are qualified under the Qualification Standards of the position. Review of points shall be done to align with the assessment guidelines.
- d) For the retention and transfer of points, applicants should submit a copy of their approved Certificate of Rating obtained from the HRM Office to one of their chosen schools together with their approved letter of intent.
- e) The school assessment secretariat shall record the said points on the consolidated report of the Comparative Assessment Result (CAR) of school/district.

A. UPDATING OF POINTS

- a) Applicants from latest Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) may request for the updating of their points provided that, a request letter for the updating of points will be submitted to the HRMO through the Records Section within three (3) weeks after the posting of the herein memorandum, addressed to the Schools Division Superintendent, Attention: HRMPSB.
- b) Applicants should indicate in their letter what criteria/s they wish to update and attach necessary documents to support the request.

- c) Applicants should obtain a copy of the approved Certificate of Rating from the HRMO and attach said document to their approved request letter and pertinent documents before submitting to one of their chosen schools.
- d) The school assessment secretariat shall record the said points on the consolidated report of the Comparative Assessment Result (CAR) of school/district.

B. DEMONSTRATION TEACHING

- a) For demonstration teaching, since actual classroom demonstration teaching will be done with the participation of learners in schools, the school head will provide the topic to be discussed by the teacher applicant to avoid disruption of classes.
- b) Demonstration teaching should not be done in only one school or in Central Schools only, there should be 2 or 3 schools in the district to handle the demonstration teaching to avoid disruption of classes.
- c) Observers for the demonstration teaching should be composed of Two (2) Master Teachers and one (1) school head. If there are not enough Master Teachers as observers, the school head may do clustering.
- d) Applicants who will undergo demonstration teaching should prepare three (3) copies of their lesson plan and bring necessary tools and materials for their demonstration.
- e) Applicants who fail to report on the scheduled date of demonstration teaching will no longer be rescheduled.

C. APPLICANTS FROM PRIVATE SCHOOLS

- a) Applicants from the Private Schools should obtain permission from their school heads/ School Administration prior to this application to join the assessment to prevent unauthorized exit and breach of contract.

Should there be any clarification/s regarding the above guidelines, kindly contact the HRMO through email address nv.hrmo@deped.gov.ph


ORLANDO E. UEL PhD, CESO V
 Schools Division Superintendent 

Reference:

DepEd Order No. 007, s.2023
 DepEd Order No. 021, s.2024