



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
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 • To be submitted at the HR Office on January 23, 2026 through the Records Section	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

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)	<p>Accomplished</p> <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

	Submission of the following to the HRM Office through the records section: <ul style="list-style-type: none"> • Accomplished Teacher Reflection Examination • Result of Cluster-based Demonstration Teaching • Initial summary of Ratings of Teacher Applicants 	District Screening Coming (DSC)/ SDO Records Section	Accomplished <ul style="list-style-type: none"> • Observation Notes Form • Rating Sheet • Inter-Observer Agreement Form
			Consolidated summary of points
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/TeacherRegistration2026> 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	
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

Teacher Reflection Form

All Education Program Supervisors

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



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Email Address: nuevavizcaya@deped.gov.ph

Website: <https://sdonuevavizcaya.com/>

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