Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

November 18, 2026

DIVISION MEMORANDUM
NO. 557 s. 2026

SUBMISSION OF DOCUMENTS FOR TEACHER I APPLICANTS FOR SCHOOL YEAR 2027 – 2028

To: Asst. Schools Division Superintendent
Chief, CID
Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principal/TIC
All Others Concerned
This Division

1. The Schools Division Office of Dapitan City announces the **Submission of Documents for Teacher I Applicants for School Year 2027-2028**. Qualified applicants are invited to submit their complete application documents in accordance with requirements and procedures set forth in the existing DepEd recruitment and selection process.

2. Applicants are advised to submit their application documents in three (3) sets—one (1) copy for the Schools Division Office, one (1) copy for the School, and one (1) copy for the Applicant (receiving copy).

3. The documents shall be arranged and properly tabbed in accordance with **DepEd Order No. 07, s. 2023, (Guidelines on Recruitment, Selection and Appointment on the Department of Education),** and must include the following:

   a. Letter of Intent addressed to the Schools Division Superintendent:

   JAY S. MONTEALTO, CESO V
   Schools Division Superintendent

   b. Duly accomplished Personal Data Sheet (PDS, CS Form No. 212, Revised 2026) with Work Experience Sheet;
   c. Photocopy of valid and updated PRC License/ID;
   d. Photocopy of Certificate of Eligibility/Report of Rating;

e. Photocopy of scholastic records such as, but not limited to, Transcript of Records and Diploma (including post-graduate units, if any);
f. Photocopy of Certificates of Training;
g. Photocopy of Certificate of Employment/Contract of Service or Service Record, if applicable;
h. Photocopy of latest appointment, if applicable;
i. Photocopy of Performance Ratings in the last rating period (if applicable);
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity (CAV) of documents submitted; and
k. Data Privacy Consent Form.

4. All applicants are **required** to register thru this link https://tinyurl.com/SY27-28tchr1applicantreg, print out the registration form and checklist and attach one copy of each to your application folder submitted to your preferred school. **Failure to register and submit mandatory requirements on the set deadline shall not be entertained and not included in the pool of official applicants**.

5. In addition, applicants are required to file only one (1) application with the school nearest to their residence. Multiple applications are strictly discouraged (except for JHS and SHS). Secure a receiving copy of their submitted documents, duly stamped with the date and name of the receiving school and regularly check official DepEd Dapitan City communication channels for updates and announcements related to the recruitment process.

6. To facilitate easier sorting and identification of submitted applications, all Teacher I applicants shall use the following folder color codes:

✓ Green – Elementary
✓ Yellow – Junior High School
✓ Red – Senior High School

7. Applicants who intend to **retain and update** their previously earned points from the previous ranking process are allowed to do so, provided that they signify their intent to retain and update the said points. However, they are still required to register through the official registration link, print the registration form and checklist, and attach one copy of each to their application folder. They must also strictly observe the prescribed folder color coding for their respective teaching levels.

8. Below is the Proposed Timeline of Activities:

Activity	Timeline
Call for Submission of Applications	November 2026
Deadline for Submission of Applications	January 15, 2027

Conduct of Orientation	January 18 – 22, 2027
Evaluation of Submitted Documents by HRMPSB Subcommittees (by District)	December 2026 – February 19, 2027
Demo Teaching and Interview of Qualified Applicants	February 22 – March 12, 2027
Deadline for Submission of District Ranking to SDO	March 26, 2027
Review, Adoption, and Consolidation of District Rankings	March 29 – April 16, 2027
Release of 2027 RQAs (by Level, Specialization, and District)	April 30, 2027

9. Expenses of the Division and District Selection Committee relative to the different activities shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

10. This office espouses Equal Employment Opportunity Principle to all interested applicants regardless of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

11. For information, guidance, and strict compliance.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
No. 557 Date: 1/18/26
Time: 10:11 By: