



Republic of the Philippines  
**Department of Education**  
Region XII  
City Schools Division of Tacurong

January 8, 2026

**DIVISION MEMORANDUM**

OSDS No. 005, s. 2026

**RECRUITMENT, SELECTION, AND HIRING OF TEACHER I POSITIONS  
FOR THE SCHOOL YEAR 2026 – 2027**

To: Assistant Schools Division Superintendent  
Chiefs of SGOD and CID  
Education Program Supervisors  
Members of HRMPSB  
Cluster Heads  
School Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. The Schools Division Office of Tacurong City through its Human Resource Merit Promotion and Selection Board (HRMPSB) announces the schedule for the different activities on the Recruitment, Selection and Hiring for Teacher I Positions in Elementary, Junior High School and Senior High School for School Year 2026-2027.
2. Applicants shall be assessed based on the criteria set forth in the DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan), DepEd Order No. 007, s. 2023 (Recruitment, Selection, and Appointment in the Department of Education), and DepEd Order No. 021, s. 2024 (Amendments to DepEd Order No. 007, s. 2003 (Guidelines on the Recruitment, Selection, and Appointment in the Department of Education).
3. The members of the Human Resource Merit Promotion and Selection Board (HRMPSB) and its Division Sub-committees are as follows:

3.1 Human Resource Merit Promotion and Selection Board (HRMPSB)

Chairperson: **Gilbert B. Barrera, CESE**  
Assistant Schools Division Superintendent

Members: **Arlene Rosa G. Arquiza**  
Chief, Curriculum Implementation Division

School Head where the vacancy exists

**Zeniaida B. Porras**  
Administrative Officer V, Administrative Services Section

**Glenda P. Orcinado**  
Administrative Officer IV (HRMO)



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**Lloyd A. Dalayap, PhD**

Representative of an Accredited employee's union/association  
 belonging to the teaching group

Secretariat:

**Alma S. Gamboa**

Administrative Assistant III

**Ellen Rose L. Bade**

Administrative Assistant III

### 3.2 Division Sub-Committees

The sub-committee members shall act as Observer-Rater of teacher-applicants during the demonstration teaching.

#### **Kinder and Grades 1 - 3**

1. Jeanilyn P. Batchar, P-III
2. Wendy Lynn G. Conejar, P-II
3. Glenda Rose G. Yasin, P-II
4. Hazel F. Melendres, P-I
5. John Gil Pamposa, HT-II

#### **Grades 4 - 6**

1. Memvie L. Alesna, P-III
2. Samson M. Tallodar, P-II
3. Rodolfo Agon, P-I
4. Faith C. Somcio, P-I
5. Romulo C. Ventura, Jr., P-I

#### **Grades 7 - 10**

1. Martin I. Diaz, P-III
2. Ramelyn V. Usman, P-II
3. Perla A. Lloren, MT-II
4. Ma. Teresa R. Etriba, ASP-II
5. Dennis B. Rubin, MT-II

#### **Senior High School**

1. Ma. Teresita H. Escobia, P-IV
2. Ester Eullaran, ASP II
3. Pamela Jamias, MT-II
4. Ronald D. Dela Peña, MT-III
5. Riza Velasco, P-I

4. All members of the HRMPSB and Division Sub-Committees shall observe the following timetable:

Date	Activities	Person/ Committee In- Charge	Place
January 12- February 6, 2026	<ul style="list-style-type: none"> <li>• Call for submission of application documents</li> <li>• Receiving of applications and verification of documents</li> </ul>	<ul style="list-style-type: none"> <li>• HRMPSB Secretariat and School Heads</li> <li>• School Screening Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Division Office, Schools and Online Platforms</li> <li>• Schools</li> </ul>
February 9- 13, 2026	<ul style="list-style-type: none"> <li>• Submission of teacher-applicants documents to the HRMPSB Secretariat</li> </ul>	• School Heads/ Administrative Officer II	• Division Office



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February 17, 2026	<ul style="list-style-type: none"> <li>Orientation for teacher-applicants on the MSP-RSA Guidelines</li> </ul>	• HRMPSB	<ul style="list-style-type: none"> <li>Online (The meeting link shall be provided through the SDO Tacurong City FB Page)</li> </ul>
February 18 - March 6, 2026	<ul style="list-style-type: none"> <li>Initial evaluation of application documents</li> </ul>	• HRMPSB Secretariat	<ul style="list-style-type: none"> <li>Division Office Board Room</li> </ul>
March 10, 2026	<ul style="list-style-type: none"> <li>Deliberation on the Initial Evaluation Results</li> </ul>	• HRMPSB	<ul style="list-style-type: none"> <li>Division Office Board Room</li> </ul>
March 13, 2026	<ul style="list-style-type: none"> <li>Posting of Initial Evaluation Results</li> <li>Sending of official communication to qualified and disqualified applicants</li> </ul>	• HRMPSB Secretariat	<ul style="list-style-type: none"> <li>Division Office</li> <li>Through email</li> </ul>
March 16-20, 2026	<ul style="list-style-type: none"> <li>Conduct of assessment of documents</li> </ul>	• HRMPSB	<ul style="list-style-type: none"> <li>Division Office Board Room</li> </ul>
March 23-27, 2026	<ul style="list-style-type: none"> <li>Conduct of Classroom Observation (PPST COIs)</li> </ul>	• Division Sub-Committees	<ul style="list-style-type: none"> <li>Schools</li> </ul>
April 3-17, 2026	<ul style="list-style-type: none"> <li>Administration of Teacher Reflection Form (PPST NCOIs)</li> <li>Checking of TRF (Teacher Reflection Form)</li> </ul>	<ul style="list-style-type: none"> <li>SGOD HRD /HRMO</li> <li>• HRMPSB</li> </ul>	<ul style="list-style-type: none"> <li>Schools</li> <li>Division Office Conference Room</li> </ul>
April 20-30, 2026	<ul style="list-style-type: none"> <li>Consolidation of Results</li> <li>Preparation of Individual Evaluation Sheet (IES)</li> <li>Initial deliberation of results and planning for the conduct of the Open Ranking</li> </ul>	<ul style="list-style-type: none"> <li>• HRMPSB Secretariat</li> <li>• HRMPSB</li> </ul>	<ul style="list-style-type: none"> <li>Division Office Board Room</li> </ul>
May 4, 2026	<ul style="list-style-type: none"> <li>Conduct of Open Ranking</li> <li>Signing of IES</li> </ul>	• HRMPSB	<ul style="list-style-type: none"> <li>Division Office Conference Hall</li> </ul>
May 11-15, 2026	<ul style="list-style-type: none"> <li>Final Review of the Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)</li> </ul>	• HRMPSB Secretariat	<ul style="list-style-type: none"> <li>Division Office</li> </ul>
May 18, 2026	<ul style="list-style-type: none"> <li>Final Deliberation and Signing of CAR-RQA</li> </ul>	• HRMPSB	<ul style="list-style-type: none"> <li>Division Office Board Room</li> </ul>



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May 20, 2026	<ul style="list-style-type: none"> <li>Submission of the CAR-RQA to the Office of the Schools Division Superintendent for approval</li> </ul>	<ul style="list-style-type: none"> <li>HRMPSB Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>Division Office</li> </ul>
May 25, 2026	<ul style="list-style-type: none"> <li>Posting of Final CAR-RQA</li> </ul>	<ul style="list-style-type: none"> <li>HRMPSB Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>Division Office</li> </ul>
June 8, 2026 onwards (Specific dates are to be announced)	<ul style="list-style-type: none"> <li>Appointment of successful applicants</li> <li>Preparation of appointment papers</li> </ul> <p><b>Note: This is subject to the availability of newly created items and existing vacancies</b></p>	<ul style="list-style-type: none"> <li>SDS</li> <li>HRMO</li> </ul>	<ul style="list-style-type: none"> <li>Division Office</li> </ul>

5. All applicants must register to the City Schools Division of Tacurong RSP portal at <https://apply.depedtacurong.org>.

6. The applicants shall submit to the school head of the elementary or secondary school they seek to teach a written application along with the following supporting documents:

- 6.1 Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
- 6.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- 6.3 Photocopy of valid and updated PRC License/ID, if applicable
- 6.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- 6.5 Photocopy of scholastic/academic records as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- 6.6 Photocopy of Certificate/s of Training, if applicable
- 6.7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- 6.8 Photocopy of latest appointment, if applicable
- 6.9 Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- 6.10 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 6.9 is not relevant to the position to be filled
- 6.11 Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development.
- 6.12 Checklist of Requirements and Omnibus Certification/Waiver (Annex C of DepEd Order No. 07, s.2023).
- 6.13 Other documents as may be required

7. The applicant assumes full responsibility and accountability for the validity and authenticity of the documents submitted as evidenced by the Omnibus



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Certification of Authenticity (Item 6.12). Any violation will automatically disqualify the applicant from the selection process.

8. For information, guidance and compliance.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent



Enclosure: None

References: DepEd Order No. 019, s. 2022, DepEd Order No. 007, s. 2023 and DepEd Order No. 021, s. 2024

Allotment: None

To be indicated in the Perpetual Index under the following subjects:

HIRING  
RECRUITMENT  
SELECTION

GPO/OSDS/DM/RECRUITMENT, SELECTION, AND HIRING OF TEACHER I POSITIONS FOR SCHOOL YEAR 2026 – 2027/January 8, 2026