



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

January 14, 2026

DIVISION MEMORANDUM

No. DD15, s. 2026

**TIMELINES ON THE RECRUITMENT, EVALUATION, AND SELECTION OF
TEACHER APPLICANT FOR KINDERGARTEN, ELEMENTARY, JUNIOR AND
SENIOR HIGH SCHOOLS FOR SY 2026-2027**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Elementary and Secondary School Heads
Members of the School Screening Committee (SSC)
Members of the Division Human Resource Merit Promotion and Selection
Board (HRMPSB)
Teacher-Applicants for SY 2026-2027
All Concerned

1. Please be informed on the following timelines on the recruitment, evaluation, and selection of Teacher I applicants for Kindergarten, Elementary, Junior and Senior High Schools for SY 2026-2027, to wit:

Date	Activity
Jan. 9-13, 2026	Online Pre-registration of Teacher I applicants for Kindergarten, Elementary, Junior and Senior High Schools SY 2026-2027 With this link: https://bit.ly/PreReg2026
Jan. 20, 2026	Virtual Orientation/Re-orientation of the Human Resource Merit and Promotion Selection Board (HRMPSB) Sub Committee Members Venue at the Division Training Center
Jan. 21, 2026	Virtual Orientation of the School Screening Committee via MS Teams (1:30pm)
Jan. 22, 2026	Orientation for Teacher-Applicants Jan. 22, 2026 (8:00am - 12:00nn) Kinder & Elementary Teacher I Applicants: Family Name starting from A to J



DepED
DEPARTMENT OF EDUCATION



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Email: panabocity.division@deped.gov.ph
Website: www.depedpanabocity.com



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Date	Activity
	<p>Jan. 22, 2026 (1:00pm - 5:00pm) Kinder & Elementary Teacher I Applicants: Family Name starting from K to Z</p> <p>Jan. 23, 2026 (8:00am - 12:00nn) Junior & Senior High School Teacher I Applicants: Family Name starting from A to J</p> <p>Jan. 23, 2026 (1:00pm - 5:00pm) Junior & Senior High School Teacher I Applicants: Family Name starting from K to Z</p>
Jan. 26-30, 2026	Uploading of scanned application documents of Teacher-Applicants in the Panabo City E-Recruitment System (PACERS). Deadline of uploading: Jan. 30, 2026 (11:59pm).
Jan. 30, 2026	Deadline for the submission of the original documents of teacher-applicants to the School Screening Committee (SSC) until 5pm only
Feb. 2-5, 2026	Endorsement of application documents thru PACERS by SSC
Feb. 5, 2026	Deadline of the Schools Screening Committee (SSC) in forwarding the application documents to the Division Screening Committee (DSC) thru PACERS (until 12nn only)
Feb. 9, 2026	Submission by the SSC of Certificate of Validation (hard copy) of the Teacher-Applicants' documents to Division Human Resource Management Office (HRMO). (Attached in Annex B is the Initial Evaluation Result (IER) Template of Teacher-Applicants)
Feb. 6-12, 2026	Submission of Lesson Plan with this link: https://forms.gle/7tiRN6Wja8wKY4TU7 The teacher-applicants are requested to follow DepEd Order No. 42 s, 2016 entitled Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program in the crafting of the detailed lesson plan. Each applicant shall be given a maximum of 30 minutes during the teaching demonstration.
Feb. 10-13, 2026	Validation of application documents by the Division Selection Committee
Feb. 23-27, 2026	Demo Teaching and Teacher Reflection (Face to Face)
March 2-6, 2026	Submission of Demo and teacher reflection rating to the HRMPSB Secretariat
March 9-13, 2026	Consolidation of ratings by the Secretariat



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Date	Activity
March 16-18, 2026	Confirmation of ratings by the Teacher-Applicants
March 25, 2026	Submission of Registry of Qualified Applicants (RQA) to the Office of the Schools Division Superintendent for approval
March 27, 2026	Posting of RQA at the conspicuous places

2. The following are the pertinent documents for the kinder, elementary, junior high school and senior high school teacher applicants to be submitted in a green long expanded folder:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) or CSC Form 212 (Revised 2017) with Work Experience Sheet (WES) in two copies with the latest 2X2 ID picture and the PDS should be notarized;
- c. Certified photocopy of valid and updated Professional Regulation Commission (PRC) ID card or a PRC certification showing the teacher's name, Licensure Examination for Teachers (LET) Rating and other information recorded in the PRC Office, if applicable;
- d. Certified photocopy of ratings obtained in the LET/PBET, if applicable;
- e. Certified photocopy of scholastic academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and postgraduate units/degree, if available;
- f. Photocopy of certificate/s of training, if applicable;
- g. Photocopy of certificate of employment, contract of service, or duly signed service records, whichever is/are applicable;
- h. Photocopies of latest appointment, if applicable;
- i. Photocopy of the performance rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of requirements and omnibus sworn statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (**Annex C**), notarized by an authorized official.

3. The Division Information Technology Officer will facilitate the management of the PACERS during the hiring process.



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4. For guidance, attached is the DepEd Panabo City E-Recruitment System (PACERS) Flow Chart marked as **Annex A**.
5. With regards to the confirmation of ratings by the teacher-applicants, all applicants are requested to confirm their corresponding rating in the Panabo City E-Recruitment System (PACERS) and log-in using the existing username and password. The PACERS can be accessed at the DepEd Panabo City Division Website with this link: <https://www.depedpanabocity.com>.
6. DepEd Panabo City also adheres to the policy to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the DepEd, regardless of gender, civil status, disability, religion, ethnicity or political affiliation, pursuant to DepEd Order No. 29, s. 2002 re: Merit Selection Plan of DepEd.
7. For further clarification and guidance, you may coordinate with Ker Denzel Infiesto, DSC Secretariat with mobile number 09939736618.
8. All expenses incurred by the schools are chargeable against School MOOE/Local Funds while expenses on meals and snacks and other incidental expenses incurred by the division are chargeable against Division MOOE/other funds subject to the usual accounting and auditing rules and regulations.
9. Immediate and widest dissemination of this memorandum to all concern is desired.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

Encl: As stated
cc: SEPS for Planning and Research
DSC Secretariat

RELEASED

JAN 15 2026

RECORDS SECTION SDO PANABO CITY
BY 

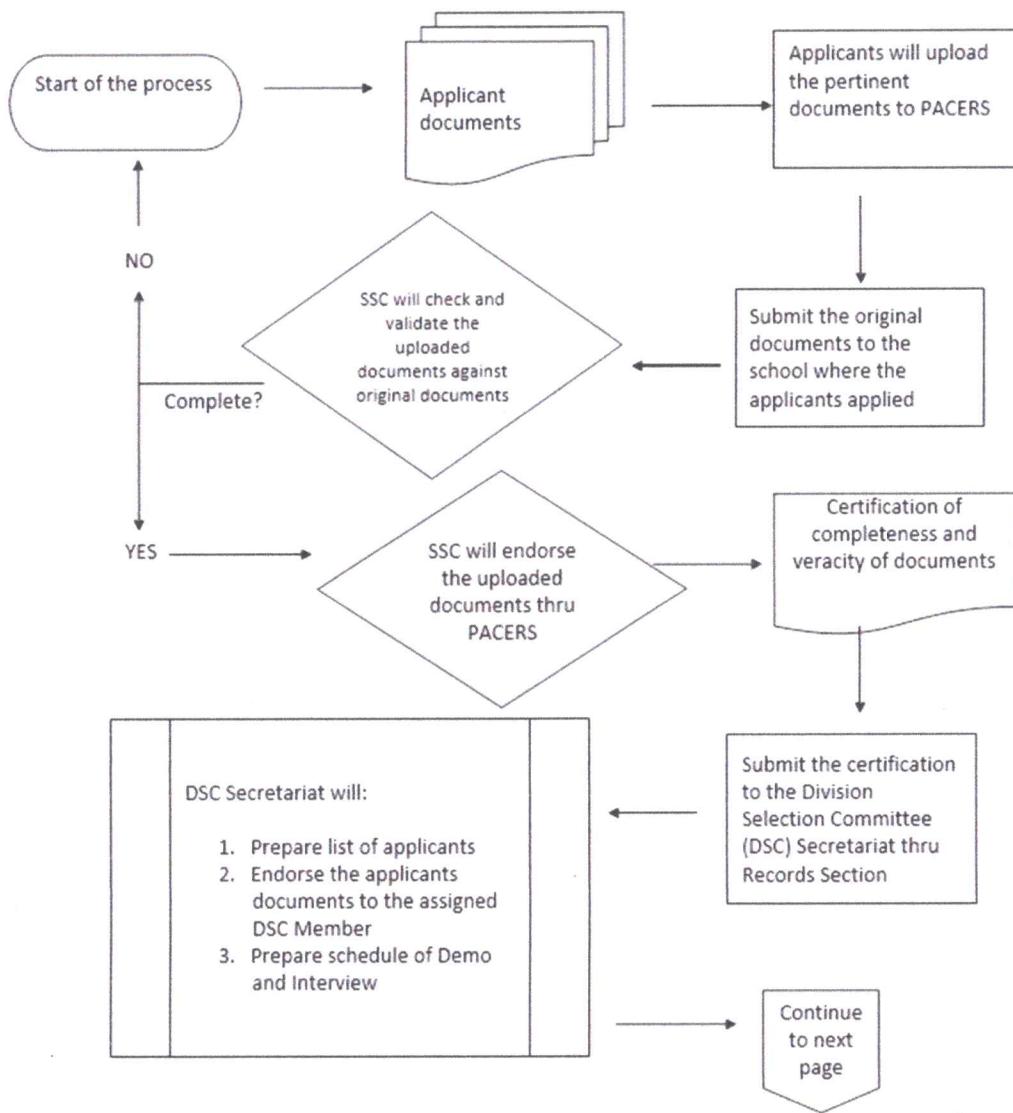


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Enclosure No. 1 of Division Memorandum No. ___ s. 2026

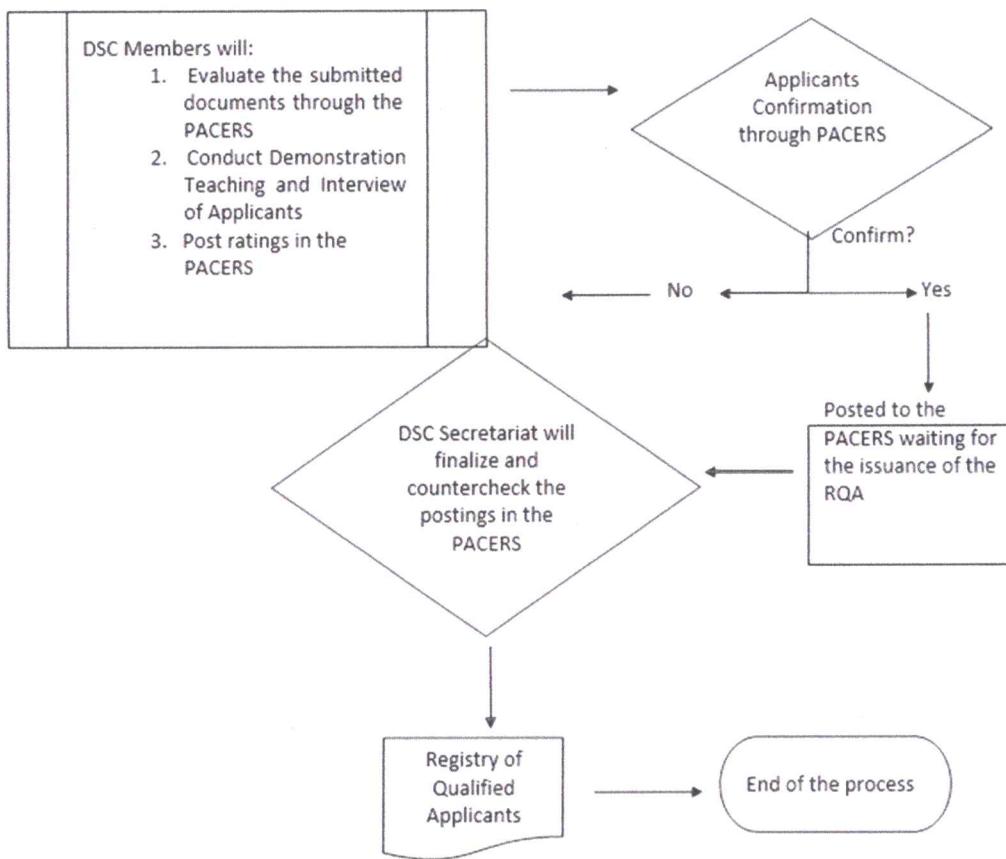
Annex A

DepEd Panabo City E-Recruitment System (PACERS) Flow Chart





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Enclosure No. 2 of Division Memorandum No. ___ s. 2026

Annex B

INITIAL EVALUATION RESULT (IER)

Position: _____
Salary Grade and Monthly Salary: _____
Qualification Standards:
Education _____
Training _____
Experience _____
Eligibility _____

No.	Application Code	Names of Applicant	Personal Information							Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Address	Age	Sex	Civil Status	Religion	Disability	Ethnic Group					
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

This is to certify that the teacher-applicants' documents uploaded in the Panabo City E-Recruitment System (PACERS) have been validated vis-à-vis the original documents.

This is to certify further that upon careful checking and validation, all uploaded documents are found to be congruent with the original documents.

This certification is issued to support the endorsement of the applicants' documents through the PACERS.

Done this _____ of March 2026 at _____.

School Screening Committee:

Name and Signature of SSC Member
Date: _____

Name and Signature of SSC Member
Date: _____

School Head Name and Signature
Date: _____



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Enclosure No. 3 of Division Memorandum No. s. 2026

Annex C

Annex C

CHECKLIST OF REQUIREMENTS

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

Application Code: _____

Basic Documentary Requirement	Status of Submission (Referred and by the applicants/ Chair of Assessment)	Verification (Referred by the Human Resource Office and confirmed)	
		Status of Submission (Referred and by the applicants/ Chair of Assessment)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Fully accomplished Personal Data Sheet (PDS) (ICS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License (ID), if applicable			
d. Photocopy of Certificate of Eligibility / Report of Rating, if applicable			
e. Photocopy of scholastic / academic record such as but not limited to 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 more applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item iii is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORD 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 accordance with Republic Act No. 8732 or the Electronic Commerce Act of 2002, electronic documents shall have the legal effect, validity, and enforceability of other documents signifying and requiring the use of a document in writing, provided that the recipient has agreed to accept an electronic document if the user of the electronic document has adopted and made known to the user that it is acceptable to use the electronic document for the purpose for which it is issued.

