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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2026-0002

To : **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF OF THE SCHOOLS GOVERNANCE AND OPERATIONS
DIVISION
CHIEF OF THE CURRICULUM IMPLEMENTATION DIVISION
ALL EDUCATION PROGRAM SUPERVISORS
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL SCHOOL HEADS OF PUBLIC ELEMENTARY, SECONDARY AND
SENIOR HIGH SCHOOLS
ALL CONCERNED**

Subject: **OPENING OF SCHOOL ADMINISTRATOR APPLICATIONS**

Date : January 6, 2026

To establish a pool of personnel who are qualified to fill-up anticipated vacancies of school heads due to retirement, resignation, promotion, and other forms of separation from service, the undersigned hereby calls for interested qualified applicants for designation as Teacher-In-Charge (TIC) or School-In-Charge (SIC).

As per DepEd Order No. 42, s. 2007 re: Revised Guidelines on Selection, Promotion and Designation of School Heads, the applicant must have **at least three (3) years teaching experience** to be qualified to such designation.

All qualified applicants may file and submit their letter of intent addressed to the Office of the Schools Division Superintendent, with endorsement by the PSDS concerned, along with the following pertinent documents in two (2) copies, to wit:

- a. Letter of intent;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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, Certified Authenticated and Verified (CAV), including completion of graduate and post-graduate units/degrees, if available;
- 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. Photocopy of latest appointment;
- i. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: The latest performance rating covering one (1) year complete performance rating period acquired in the current or latest position prior to the date of submission);
- 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 (*you may download the file on this link <http://tinyurl.com/AnnexCChecklist>, must be notarized*);
- k. Other documents as may be required for comparative assessment, such as but not limited to:
 - Portfolio for the assessment of identified PPST non-classroom observable indicators.

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. This is in line with the principle laid down in D.O. No. 29, s. 2002, Merit Selection Plan of DepEd, 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.

The deadline for submission of the aforementioned documents shall be on or before **January 9, 2026**.

For widest and immediate dissemination.


JINKY B. FIRMAN, Ph.D, CESO VI
 Schools Division Superintendent

RELEASED

JAN 07 2026

RECORDS SECTION SDO PANABO CITY
 BY 

Enclosed: as stated
 OSDS/sds/ncm



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DepEd Panabo:
Empowering Champions in Education
 through Journeying, Blending and Fostering commitment in
 providing quality education. MATATAG for all.

CHAMPION
 Panabo ONE