



Republic of the Philippines

Department of Education

Region VIII (Eastern Visayas)

SCHOOLS DIVISION OF CALBAYOG CITY

P2 Brgy. Hamorawon, Calbayog City, Western Samar

January 29, 2026

DIVISION MEMORANDUM

No. 057, s. 2026

**CALL FOR APPLICATION FOR KINDERGARTEN, ELEMENTARY,
JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL
TEACHER I APPLICANTS FOR SCHOOL YEAR 2026-2027**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, CID/SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors
Section and Unit Heads
Human Resource Merit, Promotion and Selection Board (HRMPSB)
Public Elementary and Secondary School Heads
All others concerned

1. In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHARA) and DepEd Order No. 007, s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, as amended by DepEd Order No. 021, s. 2024-Amendedments to DepEd Order No.007, s. 2023, this Office hereby announces Recruitment, Evaluation, and Selection for Teacher 1 Position for School Year 2025-2026 adhering to the principle of the Open Ranking System with the implementation of the Division Innovation Project CHRESP dubbed as "Comprehensive Hiring, Recruitment and Engaging Selection Process".
2. All Public School District Supervisors/District In-charge and Public Elementary and Secondary School Heads with the Division Sub-Committee and School Screening Committee are encouraged to inform all interested and qualified teacher applicants for Elementary, Junior High School and Senior High School are requested to observe the following timeline and other related activities.

Activity	Date	Persons Involved
1. Orientation of Applicants	March 03, 2026 (Calbayog District 1-3) March 04, 2026 (Calbayog District 4-6) March 05, 2026 (Oquendo District 1-3) March 06, 2026 (Tinambacan District 1-3) Venue: SDO Calbayog Conference Hall, Calbayog City	HRMPSB
2. Applicants are advised to register in the online electronic registration through Project CHRESP using this URL https://bit.ly/CHRESP_Calbayog	March 07-31, 2026	ICT
3. Submission of applications to the School Screening Committee and Acceptance of Application, uploading of Annex C through Online Application Portal (Project CHRESP).		School Screening Committee (SSC)



Address: P2 Brgy. Hamorawon, Calbayog City, Samar

Website: <https://calbayogcity.deped.gov.ph>

Email Address: calbayogcity@deped.gov.ph

Activity	Date	Persons Involved
4. Submission of Individual Evaluation Results (IERs) Annex D, separate Qualified and Disqualified Applicants (soft and hard copy) from SSC to District Administrative Officers / District Heads for consolidation	April 1-8, 2026	School Screening Committee (SSC)
5. Submission of consolidated Individual Evaluation Results (IERs) Annex D, from to HRM Office separate Qualified and Disqualified Applicants (soft and hard copy)	April 10-13, 2026	District Administrative Officers / District Head
6. Consolidation of Individual Evaluation Results (IERs) Annex D from the field	April 14-15, 2026	HRM Office
7. Notification of Applicants (Qualified and Disqualified)	April 16-17, 2026	ICT Office
8. Posting of Individual Evaluation Result (IER) of Qualified and Disqualified applicants	April 20-21, 2026	HRM Office
9. Posting of Schedule for Evaluation, Assessment and Demonstration Teaching of Applicants at the Division Official Website and other identified conspicuous places	April 22-23, 2025,	ICT Office
10. Demonstration Teaching and Weight Allocation or Giving of Points for Comparative Assessment	Batch 1: April 27 – 30, 2026 (Elementary Level) Batch 2: May 04 – 07, 2026 (JHS & SHS Level) Venue: TBA	Division Selection Committee (DSC) HRMPSB
11. Deliberation of Results	May 18-19, 2026	DSC and HRMPSB
12. Posting of Results for Verification in 3 conspicuous places and Official Website and notifying the applicants for the result of the deliberation	May 20-21, 2026	DSC and HRMPSB
13. Finalization and submission of the Division RQA for Approval of the SDS	May 22-25, 2025	HRMPSB
14. Posting of Comparative Assessment-Registry of Qualified Applicants (CAR-RQA) in 3 conspicuous places and Official Website for 10 calendar days	May 26, 2025	DSC and HRMPSB

3. All teacher applicants must submit the following requirements to the School Screening Committee (SSC):

- a. Application Letter addressed to the office of the Schools Division Superintendent MARGARITO A. CADAYONA, PhD., CESO VI, OIC – Schools Division Superintendent c/o Mrs. JENNIFER MORENO-CAMPILLO-ALVAREZ, OIC- HRMO, Mobile Number: 09277580073, DepEd -Calbayog City Division, P2, Brgy. Hamorawon, Calbayog City, Western Samar.
- b. Duly accomplish PDS (CS Form 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 records such as but not limited to Transcript of Records (TOR) and Diploma, General Weighted Average (GWA), 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 the latest appointment, if applicable.
- i. Photocopy of 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 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 under RA No. 1017 (Data Privacy Act of 2012), using the attached form (Annex C) with the issuance of DepEd Order No. 21, s. 2024 **Amendments to DepEd Order No. 007, s. 2023, particularly Section 10, states that the said documents shall no longer be required to be notarized;** and
- k. Other documents may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Mean of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application for Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (a) is not relevant to the position to be filled, if applicable.

4. The SSC shall examine the authenticity and completeness of the documents submitted. For Junior and Senior High School applicants, the SSC must check if the documents are aligned with their specializations. Once checked and verified, said application documents shall be returned to applicants and must be stamped, received, complete and verified.

5. The criteria and point system for evaluative assessment for Teacher I positions are as follows:


Criteria	Breakdown of Points
Education	10
Training	10
Experience	10
PBET/LET/LEPT Rating	10
PPST COIs (Classroom Observation/Demonstration Teaching	35
PPST NCOIs (Teacher Reflection)	25
TOTAL	100



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6. Incomplete and late submission of application requirements shall no longer be accepted after the deadline.
7. New applicants are advised to fill in the online electronic registration of the division through Project CHRESP to expedite the selection process. Please register using this URL https://bit.ly/CHRESP_Calbayog on or before March 31, 2026.
8. Upon registration the applicant will receive a unique reference code "Applicants Code" which will be sent through email. Please take note of this reference code, this will be used in the announcement or posting of the Initial Evaluation Results.
9. For a seamless and effective conduct of the recruitment, selection, and appointment process, attached are the following:
 - a. HRMPSB Sub-Committee Members for Teacher Applicants
 - b. The Checklist of Requirements and Omnibus Sworn Statement (*no longer required to be notarized*)
10. If there are applicants who request to retain their rating from last year's approved Comparative Assessment Result (CAR), they must submit a letter signifying their intent during the scheduled submission period. Those aiming to update their rating must also attach supporting documentation.
11. The expenses relative to the conduct of the activities shall be charged against MOOE/PSF/local funds subject to the usual accounting and auditing rules and regulations.
12. For your information and strict compliance.



For: 
MARGARITO A. CADAYONA, Jr. PhD. CESO VI
 Schools Division Superintendent
 SO No. 007 2026 Dated: Jan 27, 2026

References:

ORA CHRA 2025
 DepEd Order No. 007, s. 2023
 Division Memorandum 73, s. 2023 (HRMPSB Composition)

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



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