



DepEd ICT Unit

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 0302, s. 2026

OPENING OF VARIOUS TEACHING ITEMS

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors and Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the acceptance of applications for the positions of:

- One (1) Master Teacher II at Polo NHS-SHS (HUMSS I-C)
- One (1) Teacher II at Maysan NHS (Open to all learning)
- One (1) Teacher II at Vicente P. Trinidad NHS (Science)
- Two (2) Teacher II in Senior High School (Academic Track)
- One (1) Teacher III in Senior High School (Academic Track)
- Three (3) Teacher III in Elementary Schools
- Three (3) Teacher II in Elementary Schools

2. Interested applicants must meet the Qualification Standards (QS) for the above-mentioned positions pursuant to DepEd Order No. 19, s. 2025, "**Amended QS for Teacher I-III, Master Teacher I-IV, and School Principal I-IV positions and the QS for newly created Teacher IV-VII and Master Teacher V positions**". Likewise, qualified applicants must meet the Performance Requirements as specified in Item No. 25 of DepEd Order No. 20, s. 2024 as amended by DepEd Order 34, s. 2025.

3. External applicants, such as college instructors and private school teachers may apply, provided they meet the qualifications and performance requirements of the positions based on DO 20, s. 2024 and DO 19, s. 2025.

ITEM NUMBER	SG	MONTHLY SALARY	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	PLACE OF ASSIGNMENT
OSEC-DEC SB-MTCHR2-30074-2016	19	P59,153.00	Master's degree in relevant strand/subject plus 18 professional units in Education	5 years experience in teaching in relevant strand/subject and 1 year experience in instructional supervision and technical assistance to teachers	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in Instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career	RA 1080, as amended (Teacher-Secondary)	Senior High School



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					Stage III (Highly Proficient Teacher)		
OSEC-DECSB-TCH3-30213-2016	13	P36,125.00	Bachelor's degree with a major in the relevant strands/subjects plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in relevant strand/subject plus 18 units of professional units in Education	2 years experience in teaching or industry work in relevant strand/subject	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Secondary)	Senior High School
OSEC-DECSB-TCH2-30926-2022 TCH2-30916-2022	12	P33,947.00	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Masters degree in the relevant strand/subject plus 18 units of professional units in Education	1 year experience in teaching or industry work in relevant strand/subject	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Secondary)	Senior High School
OSEC-DECSB-TCH2-30617-2019 TCH2-30243-2023	12	P33,947.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	1 year teaching experience	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Secondary)	Junior High School
OSEC-DECSB-TCH3-31279-2023 TCH3-30161-2019 TCH3-30375-2014	13	P36,125.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	2 years teaching experience	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher-Elementary/Secondary)	Elementary School
OSEC-DECSB-TCH2-30068-2000 TCH2-32036-2023 TCH2-30957-2018	12	P33,947.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18	1 year teaching experience	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization	RA 1080, as amended (Teacher-Elementary/Secondary)	Elementary School

		professional units in Education		acquired within the last 5 years		
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4. The Schools Division Office of Valenzuela adheres to the **Equal Employment Opportunity Principle (EEOP)** in the implementation of the Agency's Merit Selection Plan. Thus, the Division allows anyone within or outside DepEd to apply for a position irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, or political beliefs.

5. All interested applicants are requested to submit the documentary requirements listed in **Annex A**, to be fastened in a long folder, labelled with earmark to the **Records Section, on or before April 20, 2026 until 5:00 PM**, and should fill up the form at <https://tinyurl.com/sdoval-teaching>. Also, applicants are encouraged to include in their intent the learning area/subject they intend to teach, as well as the grade/year level for classroom observation.

6. Only documents submitted on, or before the deadline will be accepted. Thus, no additional or new documents will be considered during the evaluation/assessment and deliberation process except for those determined by the HRMPSB that are needed for verification and validation of the initially submitted documents.

7. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Annex A), duly signed by the applicant and notarized by an authorized official. Any false and fraudulent document submitted shall be grounds for disqualification.

8. It is understood that applicants are willing to be transferred to schools where vacancies exist.

9. DepEd Order No. 20, s. 2024 titled "*Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions*" shall be the basis of evaluation and assessment.

10. Attached is the list of requirements and copy of Annex A. Applicants shall be notified of the recruitment activities through email/SMS. However, applicants are encouraged to regularly visit/check the Division website at <https://depedvalenzuela.com> for updates and important announcements.

11. **This Office reiterates the Department's Zero Tolerance Policy against corruption especially pay for position schemes in appointment, promotion, and designation with the Department.**

12. Expenses relative to this activity shall be charged to Division MOOE funds subject to the usual accounting and auditing, rules and regulations.

13. For clarifications and relevant queries, please contact the Personnel Section at **(02)-8-2934507**.

14. Immediate and wide dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Reference: As stated
To be indicated in the **Perpetual Index**
Under the following subjects:

Recruitment Appointment Promotion

MCO/DM-OPENING OF VARIOUS TEACHING ITEMS
_____/April 1, 2026



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CHECKLIST OF REQUIREMENTS (APPLYING FOR NATURAL VACANCIES)

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

Basic Documentary Requirement	Status of Submission (To be filled by the applicant; Check if submitted)	Verification <i>to be filled-out by the HRMO/HR Office/sub-comm</i>	
		Status of Submission (Check if complied)	Remarks
A. Letter of intent addressed to the SDS (Noel D. Bagano) containing the following information: a. Statement of Purpose/expression of interest; b. Position applied for; c. Learning area/subject group intend to teach, if applicable d. Grade/year level for Classroom Demo Teaching, if applicable			
B. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet			
C. Photocopy of valid and updated PRC License/ID			
D. Photocopy of Certificate Board Rating			
E. Photocopy of scholastic/academic record (i.e, Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degree, if available)			
F. Updated copy of duly signed Service Record or Certificate of Employment, whichever is applicable			
G. Photocopy of latest appointment (for those applying for promotion)			
H. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
I. Photocopy of valid TESDA, NC II, TMC, if applicable			
J. For external applicants and other non-teacher applicants, please refer to Item No. 25, b of D.O. 20, s. 2024			
K. Photocopy of required Performance Ratings with at least Very Satisfactory rating. (Note: The applicant shall submit at most three (3) performance rating depending on the performance requirements per Item 25 of DO 20, s. 2024. The latest performance rating shall cover one (1) year complete performance rating period in the current position. All parts of the IPCRF must be included.			
L. Copy/screenshot/proof of accomplishing the response form at https://tinyurl.com/sdoval-teaching			
M. 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 (Annex C), sworn before a public officer authorized to administer oaths.			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN 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.

Subscribed and sworn to before me this _____ day of _____, year _____.

 Name and Signature of Applicant

 Person Administering Oath