



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. 0425, 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/Officer-in-Charge
 All Others Concerned

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

- One (1) Master Teacher II at Parada NHS (TLE)
- One (1) Master Teacher I at VALMASCI (TLE-ICT)
- Three (3) Teacher III in Elementary Schools
- Two (2) 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-DECSB-MTCHR2-30015-2009	19	P59,153.00	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	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 Stage III (Highly Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)	Junior High School



Address: Pio Valenzuela St., Marulas, Valenzuela City
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
 Email Address: sdovalenzuela@deped.gov.ph
 Official Website: <https://www.sdovalenzuelacity.deped.gov.ph>



OSEC-DECSB-MTCHR1-30146-2014	18	P53,818.00	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	5 years teaching experience	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 Stage III (Highly Proficient Teacher)	RA 1080, as amended (Teacher-Secondary)	Junior High School
OSEC-DECSB-TCH3-30095-1998 TCH3-30786-2022 TCH3-30360-2022	12	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	Elementary RA 1080, as amended (Teacher-Elementary/Secondary)	Elementary School
OSEC-DECSB-TCH2-30198-2005 TCH2-30044-2010	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-Elementary/Secondary)	Elementary School

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 June 5, 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
_____/May 20, 2026

CHECKLIST OF REQUIREMENTS FOR TEACHER I APPLICANTS

Name of Applicant: _____
 Position Applied For: Teacher I

Application Code: _____

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 stating the specific position being applied for, addressed to the Schools Division Superintendent			
b. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2025) with Work Experience Sheet (downloadable at csc.gov.ph)			
c. Valid and updated PRC License/ID; for expired license, submit Proof of Renewal/Copy of release, if applicable			
d. Certificate of Eligibility/PRC LET Rating, if applicable			
e. Scholastic/Academic Record such as but not limited to Transcript of Records (TOR) and Diploma; including completion of graduate and post-graduate units/degree			
f. Certificates of training/seminars, if any			
g. Valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II for SHS applicants in the TVL track only			
h. Certificate of Employment, or duly signed Service Record or Contract of Service, whichever is/are available			
i. Voter's ID and/or Proof of Residency			
j. National Bureau of Investigation (NBI) Clearance			
k. 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 A), sworn before any public officer authorized to administer oath.			

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.

 Name and Signature of Applicant

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

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", [e]lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.