



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

January 7, 2026

**DIVISION MEMORANDUM**  
**No. 0007, s. 2026**

**ACCEPTANCE OF APPLICATIONS FOR ELEMENTARY AND SECONDARY  
TEACHERS IN-CHARGE/SCHOOLS IN-CHARGE TO BE DESIGNATED  
TO SCHOOLS WITHOUT PRINCIPALS FOR SY 2026-2027**

To: Assistant Schools Division Superintendent  
Division Human Resource Merit Promotion and Selection Board  
All Elementary and Secondary School Heads  
All Others Concerned

1. For information and guidance, this Office hereby announces the acceptance of application documents for the Teacher In-Charge/School In-Charge to be designated to schools without Principals.

<b>Position</b>	<b>Assignment</b>	<b>Deadline of Submission</b>
Teacher In-Charge/ School In-Charge	Elementary and Secondary Schools within Division of Davao del Norte and is willing to be assigned in San Isidro, Talaingod and Langilan Districts	January 13, 2026

2. Applicants must meet the minimum qualification standards required listed below:

<b>Position Title</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Teacher In-Charge/ School In-Charge	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination,	RA 1080 (Teacher)



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	with at least 9 units in Management	and Operations, Instructional Leadership acquired within the last 5 years	supervision, school management and operations, instructional supervision	
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3. DepEd Order No. 007, s. 2023 entitled, "Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education", Enclosure No. 3 "Criteria and Point System for Hiring and Promotion to Schools Administration Positions" shall be the basis for the evaluation of application documents.
4. Applicants are required to access and accomplish the Online Application Form accurately through this link: <https://forms.office.com/r/YMi7A1Lji8>
5. This Office highly encourages all interested qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender and expression (SOGIE), to apply.
6. Application documents must be placed in **WHITE** folder. Interested qualified applicants should signify their intent attached with the following documents:
  1. Checklist of Requirements/Omnibus Sworn Statement (Annex C; refer to DO 007, s. 2023);
  2. Letter of Intent/Application Letter (addressed to the Head of Office);
  3. Duly accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) and attached **CS Form Work Experience Sheet** that can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
  4. Photocopy of Certificate of Eligibility/Rating/License/ID;
  5. Photocopy of **CAV issued by CHED**; Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
  6. Photocopy of Updated Service Record or Certificate of Employment, if applicable;
  7. Photocopy of Performance Evaluation Ratings in the last rating period(s) covering one 910 year performance prior to the deadline of submission;
  8. Photocopy of Certificate of Training/ Seminar/ Workshops attended relevant to vacant position, Recognition/Appreciation within 5 years and not used in the latest promotion, if applicable;



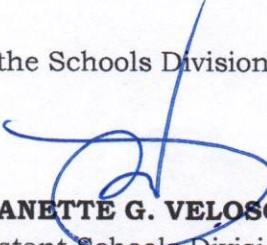
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9. Photocopy of Certificate of Outstanding Accomplishments/Means of Verification (MOVs) of the following:
  - a. Outstanding Employee Award
  - b. Innovations, Research and Development Projects
  - c. Publications/Authorship
  - d. Resource Speaker in Trainings/Seminars
10. Photocopy of Latest Appointment (validated by CSC);
11. Photocopy of Current Position Description Form (PDF);
12. Filled-up Data Privacy Consent/Agreement.

7. For immediate and wide dissemination.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**JANETTE G. VELOSO, CESO VI**  
Assistant Schools Division Superintendent 



Per\_jmb/acceptance of applications for elementary and secondary teachers in-charge/schools in-charge to be designated to schools without principals for SY 2026-2027