

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

March 31, 2025

**DIVISION MEMORANDUM**

No. 326 s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 318 s. 2025  
(ACCEPTANCE OF APPLICATIONS AND ASSESSMENT FOR TEACHER I POSITIONS  
FOR SCHOOL YEAR 2025-2026)**


To: OIC-Assistant Schools Division Superintendent  
CID & SGOD Chiefs and Personnel  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
All Others Concerned

1. Relative to Division Memorandum No. 318 s. 2025 titled Acceptance of Applications and Assessment for Teacher I Positions for School Year 2025-2026, this is to inform all concerned of the details of the documents to be submitted by the **applicants included in the CAR-RQA for SY 2024-2025 who will:**

<b>A. Retain their Points/Rating</b>	<b>B. Update their Documents</b>
<p>Submit one (1) folder containing the following:</p> <ol style="list-style-type: none"><li>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) - download @ <a href="http://bit.ly/Annex_C">bit.ly/Annex_C</a></li><li>Letter of intent addressed to the Schools Division Superintendent, Attn.: HRMPSB Chairperson</li><li>Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (for those with work experience) Download the form at <a href="http://bit.ly/F212_PDS">bit.ly/F212_PDS</a> &amp; <a href="http://bit.ly/WES_PDS">bit.ly/WES_PDS</a></li><li>Photocopy of valid and updated PRC ID</li><li>Certificates of training attended from April 11, 2020 to present</li><li>National Certificate (NC II/III, TMC) issued by TESDA (for TVL teacher applicants)</li></ol>	<p>Submit one (1) folder containing the following:</p> <ol style="list-style-type: none"><li>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) - download @ <a href="http://bit.ly/Annex_C">bit.ly/Annex_C</a></li><li>Letter of intent addressed to the Schools Division Superintendent, Attn.: HRMPSB Chairperson</li><li>Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (for those with work experience) Download the form at <a href="http://bit.ly/F212_PDS">bit.ly/F212_PDS</a> &amp; <a href="http://bit.ly/WES_PDS">bit.ly/WES_PDS</a></li><li>Photocopy of valid and updated PRC ID</li><li>Certificates of training attended from April 11, 2020 to present</li><li>National Certificate (NC II/III, TMC) issued by TESDA (for TVL teacher applicants)</li><li>Documents for updating:<ol style="list-style-type: none"><li>For Education- Transcript of Records/Diploma or Certification of highest educational attainment</li><li>For Experience- all service record and/or certificate of employment</li></ol></li></ol>

2. For information, wide dissemination and guidance and compliance.

By Authority of the OIC-Schools Division Superintendent:

  
**EVA S. TOLENTINO**  
Administrative Officer V  
Officer-In-Charge



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