



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

DIVISION MEMORANDUM

NO. 17 S.2026

PREPARATION OF THE COMPARATIVE ASSESSMENT RESULT - REGISTRY OF QUALIFIED APPLICANTS (CAR-RQA) FOR TEACHER I FOR SCHOOL YEAR 2026-2027

TO: Assistant Schools Division Superintendent
 Administrative Officer V
 Chief Education Supervisors (CID & SGOD)
 SDO Staff and Personnel (OSDS, CID, SGOD)
 Secondary and Elementary School Heads
 All Others Concerned

DepEd-Benguet Division
 JAN 15 2026
 RELEASED

1. This Office hereby announces the acceptance of Teacher I documents for the preparation of the Comparative Assessment Result - Registry of Qualified Applicants for School Year 2026-2027.
2. All qualified applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs may submit their application to the school nearest to them or to the school where they want to apply.
3. Remaining applicants in the current CAR-RQA for SY 2025-2026 who were not appointed, including those who did not meet the cut-off score shall be given the following options:
 - a. Letter of intent only to carry-over their points from CAR-RQA 2025- 2026
 - b. Update their credentials without undergoing the entire hiring process, provided they submit their Letter of Intent indicating what Indicator will they update or process to undergo (demonstration teaching or Teacher Reflection Form)

4. Applicants will be rated as follows:

Education	Training	Experience	PBET/LET/LEPT Rating	PPST CO (Classroom Observation)	PPST NCOIS (Teacher Reflection)	Total
10 pts	10 pts	10pts	10pts	35 pts	25pts	100pts

5. All applicants must submit one (1) copy of the following documents to their preferred school or the nearest to their residence:
 - a. Letter of intent addressed to the SDS containing the following information - -
 - Statement of purpose/expression of interest; and
 - Learning area/ subject group they intent to teach, if applicable
 - Grade Level and subject they would want to demonstrate on
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2025) with work experience sheet
 - c. Photocopy of valid ID and updated PRC License/ ID, if applicable
 - d. Photocopy of Certificate of Eligibility/ Report of Rating, if applicable



Republic of the Philippines

Department of Education

Cordillera Administrative Region

Schools Division of Benguet

-
- e. Photocopy of scholastic/ academic record such as but not limited to Transcript of Record (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
 - f. Photocopy of certificate/s of training, if applicable
 - **TVL applicants - must have a National Certificate II in the relevant technical vocational course(s) in the area of specialisation**
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
 - h. Photocopy of latest appointment, if applicable
 - i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance 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
 - k. Other documents as may be required
6. An application code shall be assigned by the Sub-Committee to each applicant using the following format: **[School ID-000 in series]** (e.g., **136399-001, 136399-002.....**).
 7. The following DepEd Orders will be used during the assessment.
 - a. DepEd Order 007, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education"
 - b. DepEd Order 021, s. 2024 "Amendments to DepEd Order 007, s. 2023"
 - c. DepEd Order 019, s. 2025 "Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions"
 8. All photocopies must be certified photocopy from the original by the School Head/ Administrative Officer II upon careful review of the documents submitted vis-a-vis original documents.
 9. A Sub-Committee to facilitate the assessment, demonstration teaching and teacher reflection shall be composed of the following:

Lead per District: PSDS
Members: Education Program Supervisor
School Heads
Master Teachers in cases of many applicants
Representatives from Division HRMPSB
Secretariat: School-based Administrative Officer II

Reports to be submitted are the following:

- a. CAR-RQA - to be submitted in the Division Office (1 hard copy and soft copies) Elementary - Junior High School per major -Senior High School-ACADEMIC and SHS-TVL
- b. Individual Evaluation Sheet -to be filed in the district office



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

- c. Initial Evaluation Report - soft copies to be submitted to the Division Office
- d. Minutes of deliberation - to be submitted in the Division Office together with the CAR-RQA.

10. To facilitate the handling of the application documents, applicants are encouraged to submit their papers using a color-coded folder, and properly labeled and tabbed.

Level	New Applicants
Elementary	White Folder
Junior High School	Green Folder
Senior High School	Yellow Folder

11. Applicants who failed to submit complete mandatory documents (items a to j) on **February 6, 2026**, shall not be included in the pool of official applicants.

12. Please be guided with the following timetable for the preparation of CAR-RQA for School Year 2026-2027, as follows:

Date	Activities	Person in-Charge
January 15, 2026	Preparation and posting of Memo calling for application	HRMPSB
January 19 to February 6, 2026	Submission and receipt of applications to the schools	School Heads/ Administrative Officer II/Other school staff
February 9 to March 20, 2026	Review of applications, conduct of Demo Teaching and TRF Administration	HRMPSB sub-committees (Division, District and Schools)
March 23 to April 2, 2026	Posting of CAR-RQA results in the schools and districts.	School Heads and PSDSs
April 3-8, 2026	Submission of Comparative Assessment Result and other required documents to the Division Office.	
April 9 to 24, 2026	Finalization of the CAR-RQA for signing	Division HRMPSB
April 27 to 30, 2026	Signing of the finalized CAR	HRMPSB Secretariat

13. For widest dissemination.

Digitally signed by ESTELA P. LEON-CARINO EdD, CESO III
 Date: 2026.01.15 08:52:26 +08'00'

ESTELA P. LEON-CARINO EdD, CESO III
 Regional Director and
 Concurrent Officer-in-Charge
 Office of the Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet

