



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

June 15, 2026

**DIVISION MEMORANDUM**

No. 395-2026

**SUBMISSION OF APPLICATION FOR MADRASAH EDUCATION PROGRAM - ALIVE  
TEACHERS FOR SY 2026-2027**

To: Assistant Schools Division Superintendent  
Chief ES, Curriculum Implementation Division  
Public Schools District Supervisors  
School Heads  
Other concerned

1. To ensure the continuous, efficient, and culture-sensitive delivery of the Madrasah Education Program (MEP) through the **Arabic Language and Islamic Values Education (ALIVE)** classes across this Division, this Office announces acceptance of applications for **ALIVE Teachers (Asatidz)** for the School Year 2026-2027.

2. This call aims to establish a pool of qualified applicants for deployment, substitution, or renewal of contracts, strictly adhering to the standards set by **DepEd Order No. 41, s. 2017** (*Policy Guidelines on Madrasah Education in the K to 12 Basic Education Program*) and **DepEd Order No. 25, s. 2021**.

3. In accordance with national guidelines, applicants for the ALIVE Teacher position (Contract of Service) must possess the following basic qualifications:

- **Education:** At least a Senior High School Graduate (or Junior High School Graduate if graduated in 2016 or earlier) with educational background/schooling in Arabic Language and Islamic Studies. (Kulliyah or Thanawi graduates are highly preferred).
- **Eligibility:** Passer of the **Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)** administered by the Bureau of Education Assessment (BEA). *Note: Licensure Examination for Teachers (LET/LEPT) passers with Arabic background will be given top preference.*
- **Experience:** At least one (1) year of relevant teaching experience in an accredited Private Madrasah, Traditional Madrasah, or as a locally recognized Ustadz/Ustadza.
- **Training:** Relevant training hours in the Arabic Language, Islamic Studies, or Madrasah Curriculum and Instruction.

4. **Interested and qualified applicants shall submit one (1) copy of their application documents arranged in a long folder with ear tabs/labels in the following chronological order on or before June 19, 2026 to Rosie Beel A. Marzo, MEP Focal at SDO Baguio-CID office:**



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600  
Telephone No.: (074) 665-1231

Email Address: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)

DepEd Tayo Baguio City

<https://depedpines.com>



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- **Letter of Intent** addressed to the Schools Division Superintendent
- Duly accomplished and notarized **Personal Data Sheet (CS Form 212, Revised 2017)** with a recent 2x2 passport-sized picture and Work Experience Sheet.
- Certified true copy of Transcript of Records (TOR) and Diploma.
- Certified true copy of **QEALIS Certificate of Rating** (and PRC License/LET Rating, if applicable).
- Certificates of relevant **Specialized Training** in Arabic Language and Islamic Studies.
- Certificate of Employment, Service Record, or Contract of Service as proof of previous teaching experience.
- Duly notarized **Omnibus Sworn Statement** certifying the authenticity and veracity of all documents submitted.

5. **Equal Employment Opportunity Principle (EEOP):** This Office highly encourages all interested and qualified applicants to apply, regardless of age, sex, sexual orientation, gender identity, civil status, disability, ethnicity, political affiliation, or social status, provided they meet the unique cultural and educational prerequisites of the Madrasah Education Program.

6. For inquiries, applicants may contact Juliet C. Sannad EdD, CID-Chief Education Supervisor thru the office telephone number 619-3491.

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

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent