



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
Division of Pagadian City

4/25/23

DIVISION MEMORANDUM
No. 97 s, 2023

April 24, 2023

**RECRUITMENT, EVALUATION AND SELECTION OF TEACHER I APPLICANTS FROM
KINDERGARTEN, ELEMENTARY, JHS, & SHS FOR S.Y. 2023 - 2024**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Education Program Supervisor, CID and SGOD
Public Schools District Supervisors
School Heads
Division Sub-Committees
Teachers Applicants
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 007 s, 2023 re: Guidelines on Recruitment, Selection and Appointment in the Department of Education, the field is hereby informed that the Recruitment, Hiring and Selection of New Teacher applicants from Kindergarten to Senior High School for School Year 2023-2024 is now officially open.
2. Applicants who applied in S.Y. 2022-2023 are required to submit their pertinent documents pursuant to DepEd Orders No. 19 s. 20222 and No 007 s. 2023 re: The Department of Education Merit and Selection Plan (MSP) and Guidelines on Recruitment, Selection and Appointment in the Department of Education respectively.
3. All interested and qualified applicants regardless of gender, age, sex, civil status, religion, ethnicity or political affiliation for Kindergarten, Elementary, Junior High School, IPEd, and Senior High Schools in the Division of Pagadian City are advised to submit pertinent documents to the School Head of preferred school on or before May 11, 2023, fastened in a color-coded long folder with tabbing as follows:
 - a. Letter of intent addressed to Schools Division Superintendent; Attention: School Head of preferred school)
 - b. Duly Notarized Omnibus certification of Authenticity and Veracity of documents submitted
 - c. Checklist of requirements (Enclosure 3)
 - d. Duly accomplished and Notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)
 - e. Photocopy of PRC Report of Rating (if applicable)
 - f. Photocopy of Unexpired PRC License/identification Card (if applicable)
 - g. Photocopy of Transcript of Records (TOR) and SO for graduate of Private School (Including graduate & post graduate degree/units earned, if available)
 - h. Photocopy of Certificate/s of Training, if applicable
 - i. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
 - J. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable

1

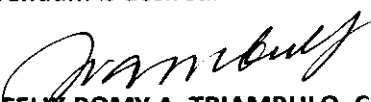
2

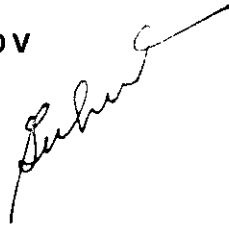
K. Photocopy of Voters ID and/or proof of residency or certification from COMELEC that the applicant is bonafide resident of the barangay or city.

4. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the Omnibus Sworn Statement, duly signed by the applicant and duly notarized. Any false and fraudulent document submitted shall be grounds for disqualification.
5. Applicants who fail to submit the mandatory requirement (Item A to J)on the set deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the set deadline.
6. The step-by-step procedures in the recruitment and evaluation of teacher applicants in the Division of Pagadian City is contained in enclosure No. 1 of this Memorandum.
7. The School Head of elementary, JHS and SHS should submit/transmit the applicant's documents with an accomplished Checklist of Requirements and the consolidated list of Teacher-Applicants to the Division Sub-Committee on or before May 12, 2023.
8. The composition of the Division Selection Human Resource and Selection Board (HRMPSB) and Sub-Committee is in enclosure No. 2.
9. A color coding scheme shall be observed to better facilitate the application process. All applicants must fasten required documents at the left-center part of the folder to wit:

Level	Color of Folder
1. Kindergarten	White (Paper Folder)
2. Elementary	Green (Plastic)
3. Elementary IPED	Red (Plastic)
4. Junior High School by Major	(Paper Folder)
English	ORANGE
Science	RED
Mathematics	GREEN
Aral. Pan.	YELLOW
Filipino	PINK
Values/EsP	VIOLET
MAPEH/PEHM	BROWN
TLE	BLUE
5. IPED	White paper folder
6. Senior High School	(Paper folder)
HUMMS	YELLOW
ABM	RED
STEM	BLUE
TVL	GREEN
SPORTS	ORANGE
ARTS AND DESIGN	WHITE

10. Expenses incurred during the conduct of said activity (meals and transportation of Division HRMPSB and Sub-Committee) shall be charged against local funds or any available funds subject to the usual budgeting, accounting, and auditing rules and regulations.
11. Immediate and wide dissemination of this Memorandum is desired.


FELIX ROMY A. TRIAMBULO, CESO V
 Schools Division Superintendent



2

3



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
Division of Pagadian City

Div. Memo No. 97, s. 2023

Enclosure No. 1

Step-by-Step Procedure in the Recruitment and Evaluation of Teacher-Applicants

Date	Process/Tasks	Person In-Charge
April 25, 2023 to May 11, 2023	<ul style="list-style-type: none"> • Filing of Application with complete supporting documents to the School Head of preferred school. • The Head of the School applied for shall accept/receive, verify the completeness of the documents based on the Omnibus Certification of Authenticity and Veracity of Documents and the checklist of requirements and issue certification to each applicant. 	<ul style="list-style-type: none"> • Teacher-Applicant • School Head
May 15, 2023	<ul style="list-style-type: none"> • Orientation of all Teacher-Applicants <ul style="list-style-type: none"> ➢ 8:00 AM All Kindergarten & Elementary applicants ➢ 1:30 PM All JHS & SHS applicants *** Division Sub-Committee to assign topics for Classroom Observation 	<ul style="list-style-type: none"> • Division HRMPSB • Division Sub-Committee • Teacher-Applicants <p>Venue: Pagadian City Pilot School</p>
May 15-19, 2023	<ul style="list-style-type: none"> • Comparative Assessment through evaluation of Education, Experience, LET/PBET rating and Training 	<ul style="list-style-type: none"> • Division Sub-Committee • Teacher-Applicants
May 22, 2023 to June 2, 2023	<ul style="list-style-type: none"> • Comparative Assessment through Classroom Observation and administration and evaluation of Teacher Reflection Form 	<ul style="list-style-type: none"> • Division Sub-Committee • Teacher Applicants
June 5-8, 2023	<ul style="list-style-type: none"> • Consolidation and Finalization of Registry of Qualified Applicants by district for Kindergarten and Elementary (PSDS), by subject area (EPS) for JHs and by Track and Strand (EPS FIEL) for SHS 	<ul style="list-style-type: none"> • Division Sub-Committee • Division HRMPSB
June 9, 2023	<ul style="list-style-type: none"> • Submission of Comparative Assessment Result (CAR) 	<ul style="list-style-type: none"> •
June 14-16, 2023	<ul style="list-style-type: none"> • Consolidation and Finalization of Division Registry of Qualified Applicants (RQA) 	<ul style="list-style-type: none"> • Division HRMPSB
June 1, 2023	<ul style="list-style-type: none"> • Submission of RQA to the School Division Superintendent • The SDS shall approve the RQA 	<ul style="list-style-type: none"> • Division HRMPSB • SDS
June 2023	<ul style="list-style-type: none"> • Posting of Approved RQA in the Division Office <ul style="list-style-type: none"> • Provide copies to LGUs an RO. 	<ul style="list-style-type: none"> • Division HRMPSB

[Handwritten Signature]





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
Division of Pagadian City

Div. Memo No. 97, s. 2022
 Enclosure No. 3

CHECKLIST OF REQUIREMENTS

Name of Applicants : _____
 Course : _____ Religion _____
 Contact Number : _____ Ethnicity _____
 Email Address : _____
 Person with Disability : Yes [] No [] Solo Parent Yes [] No []

No	Basic Documentary Requirement	Applicant (Pls. check completeness)	School Selection Committee	
			Check if completed	REMARKS
1	Letter of Intent addressed to Schools Division Superintendent			
2	Duly Notarized Omnibus certification of Authenticity and Veracity of documents submitted			
3	Checklist of requirements (Annex A)			
4	Duly accomplished and Notarized Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)			
5	Photocopy of PRC Report of Rating (if applicable)			
6	Photocopy of Unexpired PRC License/identification Card (if applicable)			
7	Photocopy of Transcript of Records (TOR) and SO for graduate of Private School (Including graduate & post graduate degree/units earned, if available)			
8	Photocopy of Certificate/s of Training, if applicable			
9	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
10	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
11	Photocopy of Voters ID and/or proof of residency or certification from COMELEC that the applicant is bonafide resident of the barangay or city.			

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

[Handwritten Signature]

1

2



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
Division of Pagadian City

Div. Memo No. _____, s. 2023
Enclosure No. 2

DIVISION Human Resource Merit Promotion and Selection Board (HRMPSB)

Chair : MA. COLLEEN L. EMORICHA ASDS

Members: Ma. Madelene P. Mituda, Chief SGOD

Emilia O. Zozobrado, AO V

Carlos M. Fuerzas Jr., AO IV

Locke D. Jusay, SEPS M&E

Secretariat: Divine Grace O. Baluyot

Shirlyn C. Dumo

Division Sub-Committees

East District

Chair: Aleen Zinnia Ampong-Pancho

Members: 1. Pedrita H. Baldoza

2. Lucila H. Penales

3. Lalaine R. Bonilla

4. Alita Ceno

5. Edsel Larot

6. Zolaika Sumusod

7. Cherry F. Anito

8. Annabelle Espinosa

9. Edmar Samson

City Central A District

Chair: Jocelyn T. Perez

Members : 1. Fe M. Butac

2. Ramil P. Villareal

3. Cerelyn D. Balsamo

4. Domie C. Mata Jr.

5. Jun L. Lebunfacil

6. Mira D. Ramos

7. Ernilo C. Domingo

8. Allan M. Gandaliao

9. Lilibeth M. Ruelo

West District A

Chair; Eimie T. Aruelo

Members: 1. Herwena R. Alcosoba

2. Juharia W. Mohammad

3. Daryl R. Delmonte

4. Jessevic D. Boloron

5. Natividad B. Auxtero

6. Rudilene D. Cael

7. Annie Rose F. Mellendres

8. Analyn C. Antalas

9. Christie Y. Durangparang

10. Alminda A. Moranta

11. Reydentor L. Sirad

12. May Judiser C. Suralta

13. Sonia A. Flores

14. Jeofrey L. Tugahan

15. Rea P. Sabasales



MATH

Chair: EPS Salem Uyag

Members:

1. Babai M. Paniorotan (TSNHS)
2. Nora C. Salvador (TSNHS)
3. Warlina Baya (PCNHS)
4. Joel S. Panuncialman (SLNHS)

MAPEH

Chair: EPS Hubert Patriarca

1. Arnold D. Cabantug (LNHS)
2. Ernadel V. Reyes (PCSHS)
3. Romelin O. Vale (SLNHS)
4. Johaina C. Ampuan (TSNHS)

ESP

Chair: Jovita S. Dugenia

1. Evangeline M. Martel (NNHS)
2. Ruben S. Pepino (TIS)
3. Lilibeth B. Caparoso (TSNHS)

ARALING PANLIPUNAN

Chair :EPS Serapion Cabatingan Jr.

Members

1. Jun S. Canoy (LNHS)
2. Julius T. Lerias (NNHS)
3. Mary Jane E. Cabatingan (PCNHS)

Secondary School Varied B

Over-all Chair: PSDS Ma. Theresa C. Tarranza

ENGLISH

Chair: EPS Jusere C. Basaya

Members:

1. Wilfred Hope D. David (MNHS)
2. Mary Grace V. Fuerzas (ZSNHS)
3. Ma. Theresa Z. Lara (ZSSAT)

TLE Chair : James E. Marquez

Mebers: 1. Constanio Peroy Jr (ZSSAT)

2. Araceli Esma (PCNCHS)
3. Melita Lagohuyo (ZSSAT)

FILIPINO

Chair: EPS Domingo Ompoco Jr.

Members:

1. Evelyn M. Valdez (SPNHS)
2. Ellen P. Vallejo (ZSNHS)
3. Susan S. Baga (PCNHS)

SCIENCE

Chair: Dexter Jones Fiel

Members:

1. Fe A. Bivanco (ZSNHS)
2. Irish Hazel B. Jaim (ZSNHS)
3. Shirly P. Sumugat (NGNHS)

MATH

Chair: EPS Salem Uyag

Members:

1. Valeriano M. Barte (ZSSAT)
2. Aileen S. Duran (ZSNHS)
3. Monica A. Evasco (ZSSAT)

MAPEH

Chair: EPS Hubert E. Patriarca

Members

1. Alna A. Lasala (PCNCHS)
2. Wrench G. Molde (ZSNHS)
3. Ma Luisa N. Quipot (PCNCHS)

ESP

Chair: EPS Jovita S.Dugenia

Members

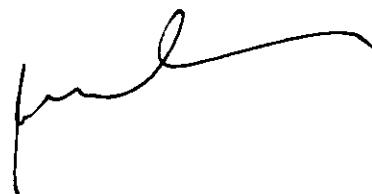
1. Clifford Aike M. Elis (LVNHS)
2. Ailleen P. Luab (ZSNHS)
3. Wilfredo Mabini (BIS)

ARALING PANLIPUNAN

Chair: EPS Serapion Cabatingan Jr.

Members

1. Ronaldo S. Sapong (DNHS)
2. Lane V. Fundaria
3. 3. Abeniego V. Yangao Jr. (ZSSAT)





City Central B District

Chair: PSDS Thais A. Tardo

Members: 1. Agustin D. Gallegos

2. Hazel Agnes P. Jumamil
3. Virginia M. Tamparong
4. Esla A. Claros
5. Mildred K. Edang
6. Ferdinand Q. Origenes
7. Yolibeth L. Litigio
8. Grace D. Marquez
9. Christian Raine Z. Anghad
10. Mercedita A. Ordeniza
11. Virginia S. Estabas

City Central B District

Chair: PSDS Ludy P. Detalla

Members: 1. Dulce Amor A. Galvez

2. Teresita T. Alcantara
3. Crisanta C. Ycot
4. Nilo N. Viador
5. Romel B. Pueblas
6. Sarah B. Delegario
7. Alberta S. Ortega
8. Adelfa Emerald D. Macaumbang
9. Romulo C. Escultos

South District

Chair: PSDS Raquel R. Yap

Members: 1. Marilyn L. Amores

2. Virgilia Z. Anghad
3. Norayda R. Malang
4. Milafel R. Almazan
5. Junard L. Llagas
6. Brenda Lee T. Alcasid
7. Reynalyn B. Pasgala
8. Gloria Grace Pabingwit
9. Elvie G. Pabayo

North District

Chair; PSDS Berna Sdo E. Alviar Jr.

Members: 1. Ienie P. Marquez

2. Elmer P. Butac
3. Gemma O. Alota
4. Merle Sophia Tigam
5. Adriane Jan T. Layugue
6. Sherwin O. Amores
7. Maria Mannette M. Banares
8. Eliser S. Caparoso
9. Sheila B. Leonardo
10. Janet T. Cordova

Secondary School Varied A

Over-all Chair: PSDS Janet S. Negoso

ENGLISH

Chair: EPS Jusere C. Basaya

Members:

1. Jeryl M. Casilao (ZSNHS)
2. Zarvi L. Romaguera (TSNHS)
3. Honeybeth Atis (LNHS)
4. Gretchen Plantar (SLNHS)

FILIPINO

Chair: EPS Domingo Ompoco Jr.

Members:

1. Rodel. Leyson (NNHS)
2. Jonel D. Maribao (TIS)
3. Ronald O. Uy

SCIENCE

Chair: Dexter Jones Fiel

Members:

1. Crestina T. Parot (PCSHS)
2. Janice A. Uy (SLNHS)
3. Elizabeth R. Utod (TSNHS)
4. Maria Teresa L. Dela Cruz (NNHS)

TLE

Chair: EPS JAMES D. MARQUEZ

Members:

1. Chona Caballes (CTCNTS)
2. Jeffrey S. Oliver (NNHS)
3. Ronald Tomol (SLNHS)



SENIOR HIGH SCHOOL

Technical Vocational Livelihood Track

Over-All Chair : EPS Dexter Jones Fiel

Agri-fishery Arts Strand

1. Gualberto Canoy
2. Joseph L. Cagas
3. Robert E. Revamonte

Home Economics Strand

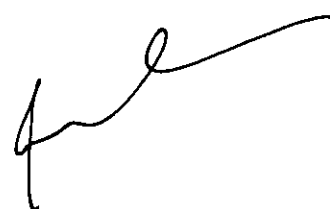
1. Alna T. Lasala
2. Araceli Esma
3. Juliet I. Untay

ICT Strand

1. Randy A. Jabillo
2. Chona Boniao
3. Ariel P. Masayon

IA Strand

1. Valeriano Barte
2. Fermin Gulde
3. Constancio F. Peroy

A handwritten signature in black ink, appearing to be 'Dexter Jones Fiel', located in the bottom right corner of the page.

