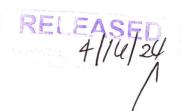


Department of Education

Region IX, Zamboanga Peninsula DIVISION OF PAGADIAN CITY



April 11, 2024

DIVISION MEMORANDUM s. 2024

RECRUITMENT, HIRING, AND SELECTION OF NEW TEACHER-APPLICANTS FROM ELEMENTARY TO SENIOR HIGH SCHOOL FOR SCHOOL YEAR 2024 - 2025

To: Asst. Schools Division Superintendent Chief Education Supervisors, CID and SGOD Education Program Supervisors, CID and SGOD **Public Schools District Supervisors** Public Elementary and Secondary School Heads/Officers In-Charge All Others Concerned

- Pursuant to DO 007, s. 2023 re: Guidelines on Recruitment, Selection and Appointment in the Department of Education, the field is informed that the Recruitment, Hiring and Selection of New Teacher applicants from Kindergarten to Senior High School for SY 2024 -2025 is now officially open.
- 2. Hiring schedules and activities below shall be strictly followed for the smooth flow of the assessment process.
- All interested applicants are advised to submit 2-sets of the following pertinent documents to the School Sub-Committee not later than April 26, 2024, fastened in a color-coded long folder (#9) with earmarks, arranged as listed below:
 - a. Checklist of requirements (Encl 1)
 - b. Letter of Intent addressed to:

LOURMA I. POCULAN, EMD, CESO VI

Assistant Schools Division Superintendent OIC - Schools Division Superintendent Schools Division of Pagadian City

- c. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with passport size ID picture and Work Experience Sheet
- d. Photocopy of LET or PBET Rating
- e. Photocopy of valid and updated PRC License/ID and if expired, proof of renewal
- f. Photocopy of Performance Rating in the last rating period covering one year of performance before the assessment, if applicable;
- g. Photocopy of Duly signed Service Record or Certificate of Employment
- h. Photocopy of Transcript of Records (TOR) and SO for graduates of private school;
- i. Photocopy of Certificate/s of Training's Attended;
- j. Photocopy of Certification of Proficiency, if any;
- k. Photocopy of Voter's ID and/or proof of residency or Certification from COMELEC that the applicant is bonafide resident of the City/barangay;
- I. Duly Notarized Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant;
- m. Other documents as may be required for comparative assessment, such as but not limited to:



















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- Means of verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment;
- 4. Applicants who fail to submit the mandatory requirements (A to M) on the set deadline shall not be included in the pool of official applicants, hence, additional documents shall no longer be accepted. False and fraudulent documents submitted that are in contrast with the Omnibus Sworn Statement shall be grounds for disqualification.
- 5. Remaining qualified applicants in the CAR-RQA for SY 2023-2024 may be considered if they have expressed their intent to apply in SY 2024-2025. The reckoning date for updating documents for Training and Experience shall be May 11, 2023 (deadline for submission of documents for CAR-RQA for SY 2023-2024).
- As stipulated in DM-OUHROD-2023-0780, SPIMS beneficiaries endorsed by the Department of Migrant Workers (DMW) shall undergo the procedural guidelines based on the criteria and point system as stipulated under DO 7, s. 2023 (See Encl. 4). They shall submit their documents to the Schools Division Office through the Human Resource Management Officer (HRMO), who will check the documents for completeness, authenticity and veracity.
- 7. The step-by-step procedure for the recruitment and evaluation of teacher applicants is contained in Enclosure No. 2 of this Memorandum.
- The School Sub-Committee (SSC) in the elementary school shall be chaired by the School Head with four (4) teachers as members. The School Head chairs the committee at the secondary level with the Department Head concerned and three (3) teachers from the different learning areas as members. For small secondary schools that do not have department heads, the School Head shall be the Chairman with four (4) subject teachers from different learning areas as members.
- 9. The composition of the Division Selection Committee (DSC) is in Enclosure No. 3.
- A color-coding scheme shall be observed to facilitate the application process. All applicants must fasten the required documents at the left-center part of the folder assigned to the level they are applying for, to wit;

Level	Color of Folder		
Kindergarten	White (Paper Folder)		
Elementary	Green (Plastic)		
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		

















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- 11. This Office is determined to implement the policies on Equal Employment Opportunity Principle (EEOP) regardless of gender, age, sex, religion, ethnicity, civil status or any political affiliation and to continuously adopt measures required for the elimination of discrimination in all its forms and manifestations in the government service.
- 12. Expenses incurred during the conduct of the said activity (meals and transportation of the 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.

13. Immediate and wide dissemination of this memorandum is enjoined.

LOURMA I POCULAN, EMD, CESO VI Assistant Schools Division Superintendent **OIC-Schools Division Superintendent**

Encl.: As stated

Reference: DO #7, s 2015; DO #22, s 2015; DO #50, s 2016 and DO #3, s 2016

To be indicated in the perpetual index under the following subjects:

APPOINTMENT

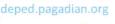
POLICY RECRUITMENT SCHOOLS SELECTION

TEACHERS DO 19, s. 2022

ORAOHRA DO No. 7, s. 2023 RANKING















Region IX, Zamboanga Peninsula **DIVISION OF PAGADIAN CITY**

Div. Memo No.____, s. 2024 Enclosure No. 2

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

Date	Process/tasks	Persons Involved	
April 15, 2024 – April 26, 2024	 Submission of documents and issuance of UAC for applicants with complete documents The School Sub-Committee shall accept/receive, and verify the authenticity and 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 	Teacher applicantSchool Head / SSC	
April 26, 2024	Submission of Applicants' Pertinent Documents to the District Screening Committee (DSC)	• SSC	
April 30, 2024	 Initial evaluation of the Qualification of Applicants (Education, Training, Eligibility) 	District HRMPSB	
May 3, 2024	Posting of IER for Teacher 1 applicants	• HRMO	
May 20-24, 2024	Conduct of assessment COIs, assessment of NCOIs, Interview and Demonstration of Skills (Schedule and Venue will be posted at the Division Office)	District HRMPSBDivision Sub-CommitteeHRMPSB	
May 29, 2024	Submission of Comparative Assessment Result by the District HRMPSB (hard and soft copies)	District HRMPSBDivision HRMPSB	
May 31, 2024	Deliberation and Endorsement of the CAR, CAR- RQA to the SDS	Division HRMPSB	
June 7, 2024	 Release/Posting of approved CAR, CAR-RQA Provide copies to LGUs. 	HRMPSB	











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Region IX, Zamboanga Peninsula **DIVISION OF PAGADIAN CITY**

Div. Memo No._____, s. 2024 Enclosure No. 3

DIVISION SELECTION COMMITTEE (DSC)

Elementary/IPEd	Chairman	JUDITH V. ROMAGUERA, EdD, CESO VI
	Chairman	Asst. Schools Division Superintendent
	Members	MA. MADELENE P. MITUDA, EdD
		Chief - SGOD
		ARACELI G. CAGADAS
		EPS - LRMS
		JUANITO N. CANTILA, EdD
		PSDS
		PEDRITA H. BALDOZA, EdD
		PESPA Representative
		HAZEL AGNES P. JUMAMIL
		Teachers' Association Representative
		FPTA President
	Secretariat	EMILY ABDON
		ADAS - VI
1. Junior High School	Chairman	JUDITH V. ROMAGUERA, EdD, CESO VI
	Chairman	Asst. Schools Division Superintendent
	Members	LOCKE D. JUSAY
		SEPS - SMME
		SALEM T. UYAG
		Education Program Supervisor - Math
		JUSERE ANN C. BASAYA
		Education Program Supervisor – English
		FE A. BIBANCO
		NASSPHIL Representative
		ARTURO CALAGO
		Teachers' Association Representative
		FPTA President
	Secretariat	ADA VI (CID)
2. Senior High School	Chairman	JUDITH V. ROMAGUERA, EdD, CESO VI
	Chairman	Asst. Schools Division Superintendent
	Members	DEXTER JONES D. FIEL
		Education Program Supervisor - TLE
		JAMES MARQUEZ
		EPS - TLE
		ARTURO CALAGO
		Teachers' Association Representative
		TESDA Representative
	Secretariat	DIVINE GRACE ORONG-BALUYOT
		ADA VI









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Div. Memo No.____, s. 2024 Enclosure No. 1

CHECKLIST OF REQUIREMEN	TS		Annex
Name of Applicant:	Application Code:		
Position Applied For:			
Office of the Position Applied For:			
ontact Number:			
eligion:			
thnicity:			
erson with Disability: Yes () No ()			
olo Parent: Yes () No ()			
	Status of	Verification	
Basic Documentary Requirement	Submission (To be filled out by the applicant Check if submitted)	(To be filled-out by Office/sub-co Status of Submission (Check if compiled)	
 Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office 	2		
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
Photocopy of scholastic/academic record such as but not limited to Transcript o e. Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable	1		
h. 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 assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification or the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, i performance rating in Item (i) is not relevant to the position to be filled	f		
tested: Human Resource Management Officer			
OMNIBUS SWORN STATEMENT	•		
RTIFICATION OF AUTHENTICITY AND VERACITY reby certify that all information above are true and correct, and of my personal knowledge original and/or certified true copies thereof. TA PRIVACY CONSENT reby grant the Department of Education the right to collect and process my personal ruitment, selection, and placement of personnel of the Department and for purposes of plemented by the Civil Service Commission.	edge and belief, and the	bove, for purpose	s relevant to
	Name	and Signature of	Applicant
oscribed and sworn to before me this day of, year			
	D A 3	nictoring O-th	
	Person Admi	nistering Oath	***************************************

sg Cc



BACONG PILIPINAS

CHINE TO CERVE. CERVE TO CHINE...

