



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

RELEASED

4/16/24

April 11, 2024

DIVISION MEMORANDUM

No. 131 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

1. 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.
3. 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;
 - l. 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).
- 6. 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.
- 8. 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*.
- 10. 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 |
| ORAOHRA | DO No. 7, s. 2023 | RANKING | DO 19, s. 2022 |

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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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Teacher applicant School Head / SSC |
| April 26, 2024 | <ul style="list-style-type: none"> Submission of Applicants' Pertinent Documents to the District Screening Committee (DSC) | <ul style="list-style-type: none"> SSC |
| April 30, 2024 | <ul style="list-style-type: none"> Initial evaluation of the Qualification of Applicants (Education, Training, Eligibility) | <ul style="list-style-type: none"> District HRMPSB |
| May 3, 2024 | <ul style="list-style-type: none"> Posting of IER for Teacher 1 applicants | <ul style="list-style-type: none"> HRMO |
| May 20-24, 2024 | <ul style="list-style-type: none"> Conduct of assessment COIs, assessment of NCOIs, Interview and Demonstration of Skills (<i>Schedule and Venue will be posted at the Division Office</i>) | <ul style="list-style-type: none"> District HRMPSB Division Sub-Committee HRMPSB |
| May 29, 2024 | <ul style="list-style-type: none"> Submission of Comparative Assessment Result by the District HRMPSB (<i>hard and soft copies</i>) | <ul style="list-style-type: none"> District HRMPSB Division HRMPSB |
| May 31, 2024 | <ul style="list-style-type: none"> Deliberation and Endorsement of the CAR, CAR-RQA to the SDS | <ul style="list-style-type: none"> Division HRMPSB |
| June 7, 2024 | <ul style="list-style-type: none"> Release/Posting of approved CAR, CAR-RQA <ul style="list-style-type: none"> Provide copies to LGUs. | <ul style="list-style-type: none"> HRMPSB |

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

DIVISION SELECTION COMMITTEE (DSC)

| | | |
|-----------------------|---|---|
| Elementary/IPeD | Chairman | JUDITH V. ROMAGUERA, EdD, CESO VI 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 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 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

Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ **Application Code:** _____

Position Applied For: _____
Office of the Position Applied For: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

| Basic Documentary Requirement | | Status of Submission <i>(To be filled-out by the applicant. Check if submitted)</i> | Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i> | |
|-------------------------------|--|--|---|---------|
| | | | Status of Submission <i>(Check if complied)</i> | Remarks |
| a. | Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office | | | |
| 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 | | | |
| e. | Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available | | | |
| f. | Photocopy of Certificate/s of Training, if applicable | | | |
| g. | Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable | | | |
| 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 on 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, if performance rating in Item (i) is not relevant to the position to be filled | | | |

Attested:

Human Resource Management Officer

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

sg
Cc