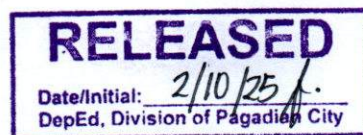




Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY



OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

February 7, 2025

DIVISION MEMORANDUM

No. 33 s. 2025

RECRUITMENT, HIRING, AND SELECTION OF NEW TEACHER-APPLICANTS FROM ELEMENTARY TO SENIOR HIGH SCHOOL FOR SCHOOL YEAR 2025-2026

To: Assistant 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 and DO 21, s. 2024 re: Amendments to DepEd Order No. 007, s. 2023, the field is informed that the Recruitment, Hiring and Selection of New Teacher applicants from Kindergarten to Senior High School for SY 2025-2026 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 **two (2) sets** of the following pertinent documents to the **School Sub-Committee not later than February 27, 2025**, fastened in a color-coded long folder (#9) with remarks. (Refer to enclosure no. 4.)
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 applicants from SY 2024-2025 may be considered if they have expressed their intent to apply in SY 2025-2026. They shall submit their letter of intent on retention of points in particular components and update points for Education, Training and Experience. The reckoning date for updating documents shall be on February 27, 2025 (deadline for submission of documents for CAR-RQA for SY 2025-2026).
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 stipulated in Enclosure No. 2 of DO 007, s. 2023.
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

HRMO/Memo on Hiring Teacher Applicants
Date: 2/7/2025



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY

OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

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 District Personnel Selection Sub-Committee (DPSSC) is in Enclosure No. 3 of DO 007, s. 2023

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. (Refer to enclosure no. 5.)

11. This Office is determined to implement the policies on Equal Employment Opportunity Principle (EEO) 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.

DANNY B. CORDOVA, EdD, CESO V

Schools Division Superintendent

Encl.: As stated

Reference; DO No. 07, s 2023; DO No. 24, s 2024; DO 19, s. 2022

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



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 DIVISION OF PAGADIAN CITY

OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

Division Memo No. ___ s. 2025

Enclosure No. 1

CHECKLIST OF REQUIREMENTS			Annex C
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 completed)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
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. 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 for comparative assessment, such as but not limited to:			
Means of Verification (MOV's) 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
In accordance with Republic Act No. 8792 or the "Electronic Documents Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and so long as the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document satisfies its integrity and reliability and can be substantiated as an to be usable for subsequent reference.			



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 DIVISION OF PAGADIAN CITY

OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

Division Memo No. ___ s. 2025

Enclosure No. 2

STEP-BY-STEP PROCEDURE IN THE RECRUITMENT AND EVALUATION OF TEACHER APPLICANTS

DATE	PROCESS/TASKS	PERSONS INVOLVED
February 27, 2025	<ul style="list-style-type: none"> Submission of documents and issuance of UAC for applicants with complete documents The DPSSC 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
March 4, 2025	<ul style="list-style-type: none"> Submission of Applicants' Pertinent Documents to the District Screening Committee (DSC) 	<ul style="list-style-type: none"> SSC
March 10-14, 2025	<ul style="list-style-type: none"> Initial evaluation of the Qualification of Applicants (Education, Training, Eligibility) 	<ul style="list-style-type: none"> District HRMPSB
March 14, 2024	<ul style="list-style-type: none"> Posting of IER for Teacher 1 applicants 	<ul style="list-style-type: none"> HRMO
March 17-21, 2025	<ul style="list-style-type: none"> Conduct of assessment COIs, assessment of NCOIs, Interview and Demonstration of Skills (Schedule and Venue will be posted at the Division Office) 	<ul style="list-style-type: none"> District HRMPSB Division Sub-Committee HRMPSB
March 24, 2025	<ul style="list-style-type: none"> Conduct of Teacher Reflection (TRF) 	<ul style="list-style-type: none"> District HRMPSB
March 27, 2025	<ul style="list-style-type: none"> Conduct of Open Ranking 	<ul style="list-style-type: none"> District HRMPSB
March 31, 2025	<ul style="list-style-type: none"> Submission of Comparative Assessment Result by the District HRMPSB (hard and soft copies) 	<ul style="list-style-type: none"> District HRMPSB Division HRMPSB
1st Week of April 2025	<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
2nd Week of April 2025	<ul style="list-style-type: none"> Release/Posting of approved CAR, CAR-RQA Provide copies to LGUs. 	<ul style="list-style-type: none"> HRMPSB

HRMO/Memo on Hiring Teacher Applicants
 Date: 2/7/2025



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

deped.pagadian.org || facebook.com/pagadian.division || pagadian.city@deped.gov.ph





Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 DIVISION OF PAGADIAN CITY

OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

Division Memo No. ___ s. 2025

Enclosure No. 3

COMPOSITION OF THE DISTRICT PERSONNEL SELECTION SUB-COMMITTEE (DPSSC)

DPSSC Head-Elementary	<ul style="list-style-type: none"> • Respective PSDSs of East, West, North, South, Central Districts
Members:	<ul style="list-style-type: none"> • School Head of the Central School • One School Head of a Non-central School • School Head where the vacancy exists • Representative of the accredited employees' union/ association belonging to the teaching group
Secretariat	<ul style="list-style-type: none"> • AO II and other Non-Teaching Personnel of schools chosen by the PSDS
DPSSC Head – Secondary	<ul style="list-style-type: none"> • PSDSs of Clusters 1 & 2
Co-Lead	<ul style="list-style-type: none"> • Respective EPSs by Learning Area (JHS)/Specialization (SHS): <ul style="list-style-type: none"> ✓ English-EPS Jusere Ann C. Basaya, EdD ✓ Science-EPS Dexter Jones Fiel ✓ Math-EPS Salem Uyag ✓ Filipino-EPS ✓ Araling Panlipunan-EPS Emerald Macaumbang ✓ MAPEH-EPS Hubert Patriarca ✓ TLE-EPS James Marquez ✓ Values Education-EPS Jovita S. Dugenia
Members:	<ul style="list-style-type: none"> • One School Head of IU Schools • One School Head of Non-IU Schools/Head Teacher • School Head where the vacancy exists • Representative of the accredited employees' union/ association belonging to the teaching group
Secretariat	<ul style="list-style-type: none"> • AO II and other Non-Teaching Personnel of schools chosen by the PSDS



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY

OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

Division Memo No. ___ s. 2025

Enclosure No. 4 Pertinent document checklist

PERTINENT DOCUMENT CHECKLIST

- a. Checklist of requirements (Encl 1)
- b. Letter of Intent addressed to:
DANNY B. CORDOVA, EdD, CESO V
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:
 - 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;



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY

OFFICE OF SCHOOLS DIVISION SUPERINTENDENT

Division Memo No. ___ s. 2025
Enclosure No. 5 Color-code folders

COLOR-CODE FOLDERS

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
SENIOR HIGH SCHOOL	(PLASTIC FOLDER)
HUMMS	YELLOW
ABM	RED
STEM	BLUE
TVL	GREEN
SPORTS	ORANGE
ARTS AND DESIGN	WHITE

HRMO/Memo on Hiring Teacher Applicants
Date: 2/7/2025