



Republic of the Philippines  
Department of Education

Region V - Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES

May 23, 2023

**DIVISION MEMORANDUM**

DM no. 196 s. 2023

**RECRUITMENT AND SELECTION OF KINDERGARTEN, ELEMENTARY, JUNIOR  
AND SENIOR HIGH SCHOOL TEACHERS FOR TEACHER-I POSITION SCHOOL  
YEAR 2023-2024**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education Schools Division of Catanduanes announces the opening of the Recruitment and Selection Process for Hiring of Teacher-I position for SY 2023-2024. All applicants shall be evaluated in accordance with DepEd Order No. 7 s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.

2. All applicants shall submit to the School Selection Sub-Committee the following documents arranged as listed and be placed in one (1) long folder and fastened on the upper portion.

- a. Letter of intent addressed to the Schools Division Superintendent
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, (if applicable), you may download the form at [bit.ly/F212\\_PDS](https://bit.ly/F212_PDS) & [bit.ly/WES\\_PDS](https://bit.ly/WES_PDS)
- c. Photocopy of valid and updated PRC License ID,
- d. Photocopy of Certificate of Eligibility/Rating,
- 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,
- 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 Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012) using the attached form (Annex C) notarized by authorized official and
- k. Other documents as may be required by the HRMPSB for comparative assessment but not limited to:





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- i. 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.
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20 (i) is not relevant to the position to be filled.
3. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted as evidenced by the Omnibus Certification of Authenticity. Any violation will automatically disqualify the applicants from the selection process.
4. As provided in Section 20 (b) of RA 9293, teachers who have not practiced their profession for the past five (5) years shall be required to take at least twelve (12) units to education courses consisting of at least six (6) units of pedagogy and six (6) units of content courses.
5. To facilitate the selection process, the following schedule shall be observed:

<b>DATE</b>	<b>ACTIVITIES</b>	<b>RESPONSIBLE PERSON/COMMITTEE</b>
May 25-June 6, 2023	<ul style="list-style-type: none"><li>• Submission of Letter of intent and documents to the School Selection Sub-Committee</li><li>• Assignment of Application codes</li><li>• Preparation of List of Qualified Applicants for Teacher-I</li></ul>	Applicants School Head School Selection Sub-Committee
June 7, 2023	<ul style="list-style-type: none"><li>• Submission of School Head to the District Selection Sub-Committee (for elementary)</li><li>• Preparation of District List of Qualified Applicants</li><li>• Submission of School Head to the HRMO thru the Records Section (for secondary)</li></ul>	District Selection Sub-Committee (PSDS)
May 30-June 6, 2023	<ul style="list-style-type: none"><li>• Orientation of Teacher Applicants by Municipality except; Virac – By District</li><li>• Posting of Poll of applicants and their schedules of classroom observable and non-observable indicators (NCOIS)</li></ul>	HRMPSB and District Selection Sub-Committee
June 9-16, 2023	<ul style="list-style-type: none"><li>• Conduct of Classroom Observable and Non-Classroom Observable Indicators (Elementary)</li></ul>	District Selection Sub-Committee







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June 13-21, 2023	<ul style="list-style-type: none"><li>• Conduct of Classroom Observable and Non-Classroom Observable Indicators (Junior and Senior High School)</li></ul>	Division/District Selection Sub-Committee
July 1-20, 2023	<ul style="list-style-type: none"><li>• Review and Finalization of Assessment Results and Registry of Qualified Applicants</li><li>• Submit the RQA to the Schools Division Superintendent for approval.</li><li>• Posting of RQA</li></ul>	Division Selection Sub-Committee

6. Per Division Memorandum No. 186 s. 2023, the members of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) are the following:

Chairperson: Ma. Luisa T. Dela Rosa

Members: Mary Jean S. Romero  
Eva S. Tolentino  
Marichelle B. Llave  
Norlito P. Agunday Jr.  
Jose D. Bonifacio

Secretariat: Ma. Dolores T. Cerdon  
Millian Aprhyl C. Cabrera  
Jessica D. Talion  
Lyn Antoneth C. Tedera  
Jonah Ann M. Valenzuela  
Mary Joanne I. Aquino  
Jean Flor Q. Cestina  
Alexa May B. Abundo

7. School Selection Sub-Committees are created to assist the Human Resource Management Officer (HRMO) and HRMPSB in the receipt of application from Elementary and Secondary (JHS and SHS) Teacher-I applicants and to conduct initial evaluation and verification as to the completeness, authenticity and veracity of the documents submitted. They will perform the functions of screening, evaluating and rating the applicants based on education, training and experience established criteria and point system.

8. Since classroom demonstration shall be conducted in the presence of learners, different district sub-committees are created for the Classroom Observable Indicators (COIs) and for the Non-Observable Classroom Indicators (NCOIs) thru the Reflection Form.

9. The composition of the HRMPSB Sub-Committees in the Elementary and Secondary levels will be issued on a separate memorandum.

10. Only those who obtained a total score of fifty (50) points will be included in the Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA).

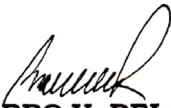





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11. The CAR-RQA shall be valid for one (1) year and may call for special recruitment and selection in case all qualified applicants in the CAR-RQA have been appointed.
12. Travel and other incidental expenses shall be charged against local funds/school MOOE while meals of all members shall be taken from Division HRTD funds subject to the usual accounting and auditing rules and regulation.
13. For immediate dissemination and strict compliance.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent 



**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

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			
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 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			
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

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