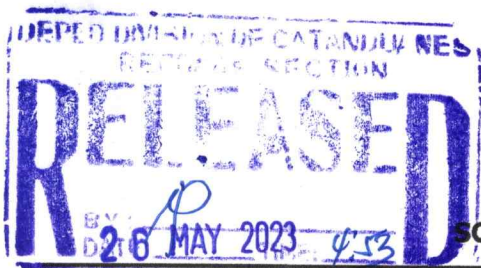




Republic of the Philippines  
Department of Education  
Region V - Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES



**UNNUMBERED MEMORANDUM**  
OASDS-UM-05-26-2023/AMBA

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

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

**DATE :** May 26, 2023

**SUBJECT :** **ADDENDUM TO DM NO. 198 s. 2023 RE: RECRUITMENT AND SELECTION OF KINDERGARTEN, ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL TEACHERS FOR TEACHER-I POSITION SCHOOL YEAR 2023-2024**

1. To ensure the smooth flow of recruitment and selection of Teacher-I applicants for SY 2023-2024, a half-day orientation is allotted to them during the roll-out of the Merit Selection Plan and the Guidelines on Recruitment, Selection and Appointment (DepEd Order No. 7 s. 2023) in every municipality (except Virac) which will be scheduled after the roll out.
2. As stipulated in No. 7 of the Division Memorandum, Public Schools District Supervisors/School Heads of Secondary Schools are advised to submit the composition of the School Selection Sub-Committee in their respective areas on or before May 31, 2023 or email at [asdsoffice.ctd@deped.gov.ph](mailto:asdsoffice.ctd@deped.gov.ph).
3. To guide applicants, School Selection Sub-Committee and District Offices, a detailed process flow and instructions are provided found in Enclosures 1-6. Likewise, the list of Division/District Selection Sub-Committee for Class Observation and Non-Classroom Observation are attached.
4. A planning Conference for all Education Program Supervisors and Public Schools District Supervisors on the schedule, venue and manner of observation of classes shall be held on June 5, 2023 at the CID Office.
5. For information and guidance.

AMBA/ADDENDUM - RECRUITMENT AND SELECTION OF KINDERGARTEN, ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL TEACHERS FOR TEACHER-I POSITION SCHOOL YEAR 2023-2024  
0015/MAY 26, 2023



San Roque, Virac, Catanduanes  
052 - 8114063  
[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)  
DepEd Tayo - Region V - Catanduanes



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Enclosure No. 1

**TEACHER-I APPLICANTS (Elementary Level)  
PROCESS FLOW**

**APPLICANT**

- Submits application/Letter of Intent and documents in a school nearest his/her residence following the checklist of Requirements (Annex C).



**SCHOOL  
SELECTION  
SUB-  
COMMITTEE**

- Receive application / Letter of Intent and documents.
- Check as to completeness, authenticity and veracity of documents.
- Evaluate and rate applicants on Education, Training, Experience and PBET/LET/LEPT Rating.
- Fill out Comparative Assessment Results (CAR) Form  
(Please attach data and computation in the ETE and PBET/LET/LEPT Rating for easy review)
- Submit CAR Form (both hard and soft copies) including documents to the District Selection Sub-Committee



**DISTRICT  
OFFICE (Public  
Schools District  
Supervisor)**

- Receive hard and soft copies of Comparative Assessment Results (CAR) Form from the School Selection Sub-Committee.
- Assign Application Codes
- Submit Comparative Assessment Result (CAR) Form and folders (with Transmittal and list of applicants by District) to the SDO-HRMO thru the Records Section



**SCHOOLS DIVISION  
OFFICE (SDO) HRMO  
THRU THE RECORDS  
SECTION**

- Conduct review of the Comparative Assessment Result (CAR).
- Receive CAR Forms and Folders/Documents from the Records Section.
- Turn over CAR Forms/Documents to the Division Selection Sub-Committee/HRMPSB.



**DIVISION  
SELECTION SUB-  
COMMITTEE and  
HRMPSB**

- Conduct review of the Comparative Assessment Result (CAR)





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Enclosure No. 2

**TEACHER-I APPLICANTS (Secondary Level)  
PROCESS FLOW**

**APPLICANT**



**SCHOOL  
SELECTION  
SUB-  
COMMITTEE**



**SCHOOLS DIVISION  
OFFICE (SDO) HRMO  
THRU THE RECORDS  
SECTION**



**DIVISION  
SELECTION  
SUB-  
COMMITTEE  
and HRMPSB**

- Submits application/Letter of Intent and documents in a school nearest his/her residence following the checklist of Requirements (Annex C).
- Receive application / Letter of Intent and documents.
- Check as to completeness, authenticity and veracity of documents.
- Evaluate and rate applicants on Education, Training, Experience and PBET/LET/LEPT Rating. (Please attach data and computation in the ETE and PBET/LET/LEPT Rating of applicants for easy review)
- Submit Comparative Assessment Result (CAR) Form together with Applicants' Folders to SDO-HRMO thru the Records Section with Transmittal and List of Applicants
- Receive CAR Forms and documents from the Records Section.
- Group applicants by Area of Specialization and place Application Code.
- Turn over CAR Forms/documents to the Division Selection Sub-Committee/HRMPSB
- Conduct review of the Comparative Assessment Result





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School: San Pedro Elementary School  
 District: Viga West

Date of Evaluation: \_\_\_\_\_

No.	Name of Applicant	Application Code	COMPARATIVE ASSESSMENT RESULTS						Remarks	
			Education (10 pts)	Training (10 pts)	Experience (10 pts)	PBET/LET /LEPT Rating (10 pts)	PPST COIS (Classroom Observatio n) (35 pts)	PPST NCOIS (Teacher Reflection) (25 pts)		TOTAL (100 pts)
1	Juan Dela Cruz		0	6	0	8.25				
2										
3										
4										
5										

Prepared by the School Screening Committee

\_\_\_\_\_  
 Name and Position

\_\_\_\_\_  
 Name and Position

\_\_\_\_\_  
 Name and Position

\_\_\_\_\_  
 Name and Position

\_\_\_\_\_  
 Name and Position



Republic of the Philippines  
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Enclosure No. 4

**HOW TO COMPUTE FOR ETE AND PBET/LET/LEPT**

Level of Increment – QS = Increment (then look for Rubrics for computation of points)

Example:

<b>Name of Applicant</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>
1. Jose Dela Cruz	BEEEd	40 Hours training on Inclusive Education	3 Months

Points  
(Increments)

Education →	6	-	6	=	0	0
Training →	6	-	1	=	5	6
Experience →	1	-	1	=	0	0
				<b>TOTAL =</b>		<b>6</b>

LET Rating = 82.5

$$\text{WA} = 10 = \frac{82.5}{100} \times 10 = \mathbf{8.25}$$





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Enclosure No. 5

**APPLICATION CODE BY DISTRICT (Elementary)**

1. SAN ANDRES EAST	-	SAE – TA – 2023 – 001
2. SAN ANDRES WEST	-	SAW – TA – 2023 – 001
3. VIRAC NORTH	-	VRN – TA – 2023 – 001
4. VIRAC SOUTH	-	VRS – TA – 2023 – 001
5. GIGMOTO	-	GGD – TA – 2023 – 001
6. BARAS NORTH	-	BRN – TA – 2023 – 001
7. BARAS SOUTH	-	BRS – TA – 2023 – 001
8. BATO EAST	-	BTE – TA – 2023 – 001
9. BATO WEST	-	BTW – TA – 2023 – 001
10. SAN MIGUEL NORTH	-	SMN – TA – 2023 – 001
11. SAN MIGUEL SOUTH	-	SMS – TA – 2023 – 001
12. BAGAMANOC NORTH	-	BGN – TA – 2023 – 001
13. BAGAMANOC SOUTH	-	BGS – TA – 2023 – 001
14. PANGANIBAN	-	PGD – TA – 2023 – 001
15. VIGA EAST	-	VGE – TA – 2023 – 001
16. VIGA WEST	-	VGW – TA – 2023 – 001
17. CARAMORAN NORTH	-	CRN – TA – 2023 – 001
18. CARAMORAN SOUTH	-	CRS – TA – 2023 – 001
19. PANDAN EAST	-	PDE – TA – 2023 – 001
20. PANDAN WEST	-	PDW – TA – 2023 – 001

(For Kindergarten applicant – please just add K → KTA)

**APPLICATION CODE BY LEARNING AREA**

**JUNIOR HIGH SCHOOL**

1. ENGLISH	-	JHS – ETA – 2023 – 001
2. FILIPINO	-	JHS – FTA – 2023 – 001
3. SCIENCE	-	JHS – STA – 2023 – 001
4. ARALING PANLIPUNAN	-	JHS – APTA – 2023 – 001
5. MATHEMATICS	-	JHS – MTA – 2023 – 001
6. VALUES EDUCATION	-	JHS – VETA – 2023 – 001
7. MAPEH	-	JHS – MPHTA – 2023 – 001

**SENIOR HIGH SCHOOL**

1. ABM	-	SHS – ABM – 2023 – 001
2. STEM (MATHEMATICS)	-	SHS – MATH – 2023 – 001
3. STEM (SCIENCE)	-	SHS – SCIENCE – 2023 – 001
4. HUMSS (SOCIAL SCIENCE)	-	SHS – SOCSCIE – 2023 – 001
5. HUMSS (ENGLISH)	-	SHS – ENG – 2023 – 001
6. HUMSS (FILIPINO)	-	SHS – FIL – 2023 – 001
7. TVL	-	SHS – TVL – HE – 2023 – 001
		SHS – TVL – IA – 2023 – 001
		SHS – TVL – AFA – 2023 – 001
		SHS – TVL – ICT – 2023 – 001
8. ARTS AND DESIGN	-	SHS – ADT – 2023 – 001
9. SPORTS TRACK	-	SHS – SPT – 2023 – 001





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Enclosure No. 6

**QUALIFICATION STANDARDS FOR TEACHER-I (SG-11) LEVEL 2**  
**Elementary and Secondary**  
**Minimum Qualification Standard (QS)**

	Education Requirements	Training Requirements	Experience Requirement	Eligibility Requirement
ELEMENTARY	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	None Required	None Required	PBET, LET
SECONDARY (Junior High School)	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	PBET, LET
SENIOR HIGH SCHOOL (Academic Track and Core Subjects)	Bachelor's degree with major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in relevant strand/subject	None Required	None Required	PBET, LET  If not RA 1080 eligible, they must pass the LET within 5 years after the date of first hiring
SENIOR HIGH SCHOOL (TVL Track)	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	None Required	At least NC II *Appropriate to the Specialization	PBET, LET  If not RA 1080 eligible, they must pass the LET within 5 years after the date of first hiring
SENIOR HIGH SCHOOL (Arts and Design Track)	Bachelor's degree with a major in field(s) under the track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	None Required	None Required	PBET, LET  If not RA 1080 eligible, they must pass the LET within 5 years after the date of first hiring
SENIOR HIGH SCHOOL (Sports Track)	Bachelor's degree with a major in field(s) under the track; or any Bachelor's degree plus 15 units of specialization in fields under the track	None Required	None Required	PBET, LET  If not RA 1080 eligible, they must pass the LET within 5 years after the date of first hiring





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**DIVISION SELECTION SUB-COMMITTEE FOR CLASSROOM OBSERVATION AND  
NON-CLASSROOM OBSERVATION  
(JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL)**

Over-All Incharge - Mr. Romel Petajen  
Members - All Education Program Supervisors

<b>LEARNING AREA/TRACK</b>	<b>MEMBERS</b>
ENGLISH	Gina Pantino Josalie Tonio Sonia Prensader Lorraine Chiong Ramon Templonuevo Milagros Lim
FILIPINO	Ma. Gina Templonuevo Rico Trollano Luz Licup Janet Tonio
ARALING PANLIPUNAN/ SOCIAL SCIENCE	Cynthia Soneja Teresa Camu Rosalinda Burce Jupiter Torno
ABM/STEM (Mathematics)/MATHEMATICS JHS	Jezrahel Omadto Lyra Tusi Maybelle Rubio Sharon Castilla Carol Gil
STEM (Science)/SCIENCE JHS	Nino Gerard Ccncta Roy Aguilar Ranil Velasco Mary Rose Sta. Rosa
TVL/TLE	Amelia Cabrera Allan Benoyo Aileen Tabilog Cesmenda Borromeo Teresita Manlangit Bernardo Bosque Romer Teves Jinky Mae Fernandez Teresita Manlangit Clemente Olarte
ESP	Marivic Camacho
MAPEH/SPA/ARTS AND DESIGN	Frankie Turalde Efren Matienzo Maria Soledad Conche Shirely Villaranda







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**DISTRICT SELECTION SUB-COMMITTEE FOR CLASS OBSERVATION AND NON-CLASSROOM OBSERVATION  
 (KINDERGARTEN and ELEMENTARY)**

DISTRICT	MEMBERS	
Virac North  Incharge: Mr. Elias Abundo	<p><b><u>Group I</u></b>                      Jay V. Tabuzo                      Perlita V. Tatel                      Allan A. Sorreda                      Shianne B. Rubio                      Blessilda V. Tria</p> <p><b><u>Group II</u></b>                      Analyn P. Carpio                      Lina S. Mariano                      Opero A. Turado                      Francia B. Gimenez                      Cicilia Tatel</p> <p><b><u>Group III</u></b>                      Salve T. Templo                      Lilibeth P. Tabuzo                      Roberto B. Molina                      Marieta Tabuzo                      Thielen C. Go</p>	<p><b><u>Group IV</u></b>                      Marites R. Vargas                      Yolanda T. Tayam                      Anchelita P. Sicio                      Rosalina T. Tupas                      Amalia Aguilar</p> <p><b><u>Group V</u></b>                      Fe B. Mendoza                      Nestor V. Quintal                      Neil F. Banares                      Celeste Tria                      Mary Ann S. Gonzales</p>
Virac South  Incharge: Mr. Miguelito Rodríguez	<p><b><u>Group I</u></b>                      Ruben Jose Tria                      Shiela Marie Sapanta                      Marjorie Toledana                      Daisy Cambonga                      Demetrio Suarez                      Raquel Alcantara</p> <p><b><u>Group II</u></b>                      Jose Bonifacio                      Reyanante Tabuzo                      Gerli Tablada                      Jean Barro                      Ricky Delos Santos                      Odéssá Sy</p> <p><b><u>Group III</u></b>                      Jane Tabor                      Tessie Padilla                      Felix Sorra Jr.                      Alex Torres                      Ariel Abrasaldo                      Anna Liza Sorreda</p>	<p><b><u>Group IV</u></b>                      Eligio Sales Jr                      Gloria Tejada                      Jessie Icaranom                      Walter Marinas                      Florina Abundo                      Marisol Tabuzo</p> <p><b><u>Group V</u></b>                      Rita Soriao                      Jocelyn Burce                      Asuncion Tabo                      Mary Liza Ibayán                      Geraldine Lumbao                      Amōr Salēs</p>





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<p>San Andres East  Incharge: Ms. Nieva Tuibeo</p>	<p><b><u>Group I</u></b> Jayson Floranza Wilson C. Santelices Edita Barba Jocelyn Somido Lea Villarino</p> <p><b><u>Group II</u></b> Dennis L. Gianan Ferdinand C. Tusi Marisol C. Reyes Mildred Ferrer Lolita Concepcion</p> <p><b><u>Group III</u></b> Rolly Nazareno Rogelio Sontillano Junalet Nazareno Marilyn Ortiz Rey Aguilar</p>	<p><b><u>Group IV</u></b> Reggie Cerdenia Edwina Camacho Rebecca V. Oliquiano Lorna Bagadiiong Ana May Bruce</p> <p><b><u>Group V</u></b> Cecilia Alvea Evelyn Garcia Mila Zafe Mylene Manlangit Primitiva G. Solmiano</p> <p><b><u>Secretariat</u></b> Chanda L. Soliveres Shiela G. Dela Cruz Aida Suaiso Nenita Jabonte Maricris Tumpang</p>
<p>San Andres West  Incharge: Ms. Nieva Tuibeo</p>	<p><b><u>Group I</u></b> Soledad S. Gianan Lilibeth B. Manlagnit Sally B. Primo Marites H. Solano Maricel T. Beo</p> <p><b><u>Group II</u></b> Francis G. Surban Michael Angelo Almazan Ma. Nanette Tabuzo Melody B. Climaco Glenda S. Salvador</p> <p><b><u>Group III</u></b> Napoloeon I. Arcilla Jose R. De Loyola Gemma T. Avila Job A. Samudio Jr. Marissa S. Sualibio</p>	<p><b><u>Group IV</u></b> Manuel N. Tablizo Calvin N. Imperial Maria B. Samonte Myrna Barro Ronald S. Fernandez</p> <p><b><u>Group V</u></b> Danilo C. Climaco Manetta A. Arbo Mitscheline O. Surban Edna Nazareno May Ann M. Magdaraog</p> <p><b><u>Secretariat</u></b> Debbie B. Go Precy B. Eustaquio Delix Mae L. Beraquit Raul Y. Eustaquio Joue B. Bongon Prince Lee A. Burce Joni Toledo Ronel Correjo</p>
<p>Baras North and South  Incharge: Ms. Ruth Sorrera</p>	<p><b><u>Group I</u></b> Juan Geromo Joel Masagca Maribel Tagoo Allan Tanael Arsenia Tejada</p>	<p><b><u>Group II</u></b> Janet Vargas Cathelyn Arcilla Lilybeth Gualberto Ara Bodota Jan Marvin Toledada</p>





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Bato East  Incharge: Ms. Timmy Alcantara	<b><u>Group I</u></b> Timmy T. Alcantara Virginia M. Tejerero Wilson P. Tresmanio Alan B. Tesorero Romy B. Masagca Marshall A. Tito	<b><u>Group II</u></b> Irene T. Torzar Lina T. Tayas Jupiter L. Torno Ronaldo T. Rodulfo Rocelia S. Trinidad Bryan T. Barba
Bato West  Incharge: Ms. Belen Tapas	<b><u>Group I</u></b> Jenry T. Tayam Mark John Eustaquio Estrella T. Rojas Angelito R. Paragas	<b><u>Support Staff</u></b> Naomi C. Santelices
Gigmoto  Incharge: Mr. Jose Arcilla	<b><u>Group I</u></b> Jose T. Arcilla Rodel T. Tayo Wilson T. Olino	<b><u>Group II</u></b> Marino T. Pantaleon Juan P. Tatad Chito T. Carranza Denmar C. Romero
San Miguel North  Incharge: Ms. Marisol Lim	<b><u>Group I</u></b> Elena Tedera Jingkee Torrena Eddie Cadag Rolyn Trinidad Alex Aguilar	<b><u>Group II</u></b> Agnes Doblón Wilma Lizaso Vanessa Polero Diana Bernal Malyn Soriao
San Miguel South  Incharge: Ms. Marisol Lim	<b><u>Group I</u></b> Marisol Lim Jesus Taopo Mary Jane Tedranes Bert Timbal Liezel Manlangit	<b><u>Group II</u></b> Myla Cordial Mary Jane Valenzuela Marigen Torrente Jhonney Boy Bernal Christophere Tapas
Bgamanoc North and South  Incharge: Ms. Brenda Villarey	<b><u>Group I</u></b> Noe Villamartin Jose Tapia Rebecca Villacorta Leny Ignacio Ma. Luz Bautista	<b><u>Group II</u></b> Cynthia D. Usero Aileen Vera Ma. Gracia Baluyot Romeo Ogalinola Cynthia Evangelista
Panganiban  Incharge: Ms. Clarissa Magdaraog	<b><u>Group I</u></b> Eddie S. Ogalesco Jinckymay F. Fernandez Carol P. Gil  <b><u>Group II</u></b> Josephine V. Vallespin Beatriz M. Arizapa Cherilyn T. Turado  <b><u>Group III</u></b> Julie V. Vitalicio Corazon C. Magtangob Arnel T. Fernandez	<b><u>Group IV</u></b> Romeo M. Alberto Walter T. Turado Felipe T. Tuldac  <b><u>Group V</u></b> Clarissa G. Magdaraog Ranil R. Velasco Victoria O. Palomer





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<p>Viga East and West Incharge: Mr. Joselito Ruiz</p>	<p><b><u>Group I</u></b> Ma. Liza R. Arrojo Randy Odi Ramon N. Tura Jose O. Aguinillo Arnulfo Tawat Jr.</p>	<p><b><u>Group II</u></b> Joselito T. Ruiz Danilo V. Valderama Perfecto M. Usero Francia T. Tebelin Genaro Robles</p>
<p>Caramoran North Incharge: Mr. Delfin De Leon</p>	<p><b><u>Group I</u></b> Irma S. Miraran Himerose Pongan Leonita D. Isorena</p> <p><b><u>Group II</u></b> Rosiel P. Imperial Evelyn T. Dela Rosa Marichris B. Eusebio</p> <p><b><u>Group III</u></b> Efren O. Matienzo Jr. Dory T. Zape Analily D. Idanan</p>	<p><b><u>Group IV</u></b> Edwin Resare Estrella B. Miraran Rosela D. Alano</p> <p><b><u>Group V</u></b> Jil Ann Sarmiento Bella S. Able Allan F. Sapanta</p> <p><b><u>Group VI</u></b> Joven P. Onan Roldan Reazon Luwaljate T. Martinez</p>
<p>Caramoran South Incharge: Mr. Delfin De Leon</p>	<p><b><u>Group I</u></b> Alan S. Gud Josephine Solero Janet C. Idanan</p> <p><b><u>Group II</u></b> Milani R. Del Barrio Ma. Yolly T. Sena Marilyn O. Tud</p> <p><b><u>Group III</u></b> Edgar A. Santos Herald Surbano Jezreel Lopez</p>	<p><b><u>Group IV</u></b> Hizel Del Barrio Maria B. Vegim Grace O. Villanueva</p> <p><b><u>Group V</u></b> Jouie R. Sanchez Lorie Banta Pamela I. Gurrobat</p> <p><b><u>Group VI</u></b> Maricon D. Bernal Janette Bueno Marycel C. Yusores</p>
<p>Pandan East Incharge: Mr. Arnold Valledor</p>	<p><b><u>Group I</u></b> Arnel Bonifacio Percy Rima Mary Jane Rima Jennierose Rodriguez</p>	<p><b><u>Group II</u></b> Arnulfo Bernaardino Bernard Condono Arnel De Quiros John Bryan Arcilla Willy Icaro</p>
<p>Pandan West Incharge: Mr. Arnold Valledor</p>	<p><b><u>Group I</u></b> Mary Anne Galicia Amalia Domingo Ma. Remons Tabirara Marivic Buizon Joel Datoon Imelda Rafael</p>	<p><b><u>Group II</u></b> Minnie Lopez Columba Deinla Tito Fernandez Rebecca Lopez Arlene Obico Jeson Lopez Joan Villafuerte</p>

Note: Dr. Gina L. Custodio (EPS in Kindergarten), may join in the observation of Kindergarten Class.

