



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

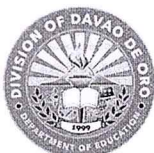
June 1, 2023

Division Memorandum
No. 482 s. 2023

**MATRIX OF ACTIVITIES RE: HIRING OF NEW TEACHER I APPLICANTS FOR
KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND SCHOOLS
IMPLEMENTING INDIGENOUS PEOPLES EDUCATION FOR SY 2023-2024**

TO: Division Sub-Committee and Secretariat
Public Schools District Supervisors
District Coordinating Principals
Public Elementary and Secondary Schools Heads
HRMPSB
All Qualified and Interested Applicants

1. This Division announces the Acceptance of Application for Teacher I applicants in Kindergarten, Elementary and Junior High School Level for SY 2023-2024.
2. DepEd Order No. 007, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" shall be utilized for the selection criteria and point system for Hiring to Teacher I (Kindergarten to Grade 12) Positions.
3. It is the policy of the Department to uphold the principles of Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity in the recruitment, selection, and appointment of personnel. Consistent with this policy, this Division ensures that there shall be no discrimination in the selection of all qualified applicants regardless on the account of age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
4. Applications for Kindergarten, Elementary, and Junior High Schools shall be submitted to the nearest preferred school. School Heads are advised to post this memorandum in conspicuous places of the school to encourage application of interested qualified applicants.
5. Applicants shall have their demonstration teaching in an actual classroom with the learners. They will coordinate with the School Head of their preferred school on the schedule agreed upon. The entire demonstration teaching shall be recorded which will be uploaded in the applicants' **google drive**. Link of the google drive shall be shared in the DOORS.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 5



Republic of the Philippines
Department of Education
 REGION XI

SCHOOLS DIVISION OF DAVAO DE ORO

**Office of the Schools Division
 Superintendent**

6. School Sub-Committee chaired by the School Head shall:
 - a. Receives all application documents in hard copy;
 - b. Verifies and certifies as to completeness, veracity, accuracy and authenticity of documents;
 - c. Issues Annex E for qualified and Annex F for disqualified applicants for the qualification standards of the position applied;
 - d. Submits Annex D [Initial Evaluation Result (IER)] to the Division Selection Committee Secretariat (Softcopy & hardcopy) and the list of teacher applicants.
7. The Schools Division shall prepare separate Registry of Qualified Applicants for Kindergarten, Elementary, Junior High School and Schools implementing IPEd.
8. Qualified applicants shall be assessed based on the criteria and point system set forth in **DepEd Order No. 007, s. 2023** for comparative assessment, to wit:

CRITERIA	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. PBET/LET/LEPT Rating	10
e. PPST COIs (Classroom Observation/ Demonstration Teaching)	35
f. PPST NCOIs (Teacher Reflection)	25
Total	100

9. All qualified applicants are required to scan their documentary requirements in **PDF file** and must be properly uploaded in **DOORS** and the same shall be completely submitted to the school head of preferred school with the proper tabbing for verification purposes. Attached is the Annex C (Checklist of Requirements).
10. All applicants are required to submit documentary requirements to the preferred school which shall no longer be returned and considered as records of the school. Original documents shall be presented during submission to the school for verification purposes only and it shall be returned to the applicants.

COLOR CODING OF LONG FOLDERS:	
Elementary	Brown
Elementary with SPED Units	Blue
Kindergarten (with ECE Units)	Red
Elementary IPEd	Green
Junior High School	White
Junior High School IPEd	Yellow



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	2 of 5



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

**Office of the Schools Division
Superintendent**

11. The cut-off score for inclusion in the Registry of Qualified Applicants is fifty (50) points. Be reminded that inclusion in the RQA does not warrant automatic recommendation for appointment. Thus, the policy on localization, subject specialization and teacher need shall be considered.
12. Please be reminded that all applicants are not allowed to undergo the remaining stages in the hiring process unless all basic documentary requirements are uploaded in DOORS which will be validated by the School Sub-Committee.
13. No additional documents will be accepted once uploaded in the **DOORS**. The assessment and evaluation shall be based on the available uploaded documents by the applicants.
14. Applicants must ensure to attach **notarized Annex C** of this memorandum and tick the status of submission of every basic documentary requirement complied. The applicants assume full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus Sworn Statement. Any violation will automatically disqualify the applicants from the selection process.
15. Qualified teacher applicants included in the SY 2022-2023 RQA should apply and adhere to the guidelines and requirements as stipulated in DO No. 007, s. 2023.
16. Matrix of Activities re: Hiring of New Teacher I Applicants for SY 2023-2024

Date	Activities	Persons Involved
June 2-7, 2023	Pre-registration all interested qualified Teacher I applicants through: www.depeddoors.com	Applicants & Division ICT
June 14, 2023	Orientation of applicants/ Division and School Sub-Committee (School Screening Committee) through Facebook Live streamyard	HRMPSB, DSC, SSC & Applicants
June 14-25, 2023	Uploading of pertinent documents in DOORS by the applicants	Applicants & SSC
June 14-25, 2023	Validation of uploaded & hardcopy pertinent documents by the School Sub-Committee	School Heads & SSC
June 15-29, 2023	Period of demonstration teaching at preferred school	Applicants & SSC



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	3 of 5



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
 Superintendent

June 25, 2023	Deadline of submission of uploaded pertinent documents (hardcopy) to the preferred school	Applicants & SSC
June 27, 2023	Submission of IER and list of applicants signed by School Sub-Committee to Division Selection Committee Secretariat	School Heads
June 30, 2023	Deadline of uploading of recorded demonstration teaching	Applicants
June 28- July 14, 2023	Evaluation of uploaded documents in the DOORS	Sub-Committee
July 8, 2023	Written Test	HRMPSB, HRDS & Division Sub-Committee
July 21, 2023	Posting of the Initial Evaluation Report at (<i>Division Official Website</i>)	HRMPSB & DSC Secretariat
July 24-26, 2023	Confirmation of Rating	Applicants & HRMPSB Secretariat
July 27-28, 2023	Review and Finalization of the CAR/RQA	HRMPSB
July 31, 2023	Posting of RQA at Division Official Website	HRMPSB & Secretariat

17. Any queries please email the DSC Secretariat:

Elementary/Kindergarten Level: **milagros.revilleza@deped.gov.ph**

Junior High School: **earle.tumampos@deped.gov.ph**

IPEd Implementing Schools: **consuelo.berganio@deped.gov.ph**

18. Attach^x are the format of the Initial Evaluation Result (IER), Annex E, Annex F and List of Teacher I Applicants for SY 2023-2024 to be complied by the School Sub-Committee and Annex C (Checklist of Requirements).

19. Prompt and wide dissemination of this Memorandum is required.

CRISTY C. EPE
 Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	4 of 5

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 (To be filled-out by the applicant; Check if submitted)	VERIFICATION (To be filled-out by the HRMO/HR Office/sub-committees)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office;			
b.	Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) which can be downloaded at www.csc.gov.ph with Work Experience Sheet and 1 Passport size ID picture;			
c.	Photocopy of valid and updated PRC License/ID (not expired/proof of renewal);			
d.	Photocopy of Certificate of Eligibility (CSC)/Report of Rating, if applicable;			
e.	Photocopy of scholastic/academic record such as but not limited to Certification on the Authenticity and Veracity (CAV) Transcript of Records (TOR) and Diploma/certification on CAR , including completion of graduate and post-graduate units/degrees, if available;			
f.	Photocopy of Certificate/s of Training, if applicable; National Certificate (NC II, III, TMC I) issued by TESDA;			
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.	Photocopy of Voter's ID or proof of residency, if applicable;			
l.	Photocopy of NBI Clearance;			
m.	Other documents as may be required by the HRMPSEB for comparative assessment, including but not limited to:			
	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; and			
	ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled; if applicable.			

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", electronic 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.



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DE ORO
PERSONNEL DIVISION

 Date

Name of Applicant

Address Line 1

Address Line 2

Dear **Applicant**,

Congratulations!

We are pleased to inform you that based on the initial evaluation, we have found your qualifications to be substantial vis-à-vis the Civil Service Commission (CSC) approved Qualification Standards (QS) of **(insert position applied for)** position under **(insert specific office)**. Below are the results of the initial evaluation conducted by the undersigned dated **(insert Initial Evaluation Date)**:

Position Applied for:	CSC-approved QS of the Position	Your Qualification	Remarks/Details
(Insert specific plantilla item number)	Education:		
	Experience:		
	Training:		
	Eligibility:		

Please be advised of your assigned application code **(application code)** which shall be used as you proceed with the next stage of the selection process. You may refer to the official issuances of the **(insert office)** for the additional announcements in this regard. For inquiries, you may communicate with **(insert office number and email address)**.

Thank you.

Very truly yours,

 Administrative Officer IV/Administrative Officer II



Address: Capitol Complex, Brgy. Cabidjanan, Nabunturan, Davao de Oro
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.depeddavaodeoro.ph



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DE ORO
PERSONNEL DIVISION

Date

Name of Applicant

Address Line 1

Address Line 2

Dear **Applicant**,

Please be informed of the results of the initial evaluation of your qualifications vis-à-vis the Civil Service Commission (CSC) approved-Qualification Standards (QS) of (insert position applied for) position under (insert specific office), as follows:

Position Applied for:	CSC-approved QS of the Position	Your Qualification	Remarks/Details
(Insert specific plantilla item number)	Education:		
	Experience:		
	Training:		
	Eligibility:		

While your qualifications made a favorable impression, we regret to inform you that you did not meet the minimum QS set for (insert position applied for) position. You may, however, continue to submit job applications in response to other vacancy announcements that we publish at www.csc.gov.ph/careers, DepEd bulletin boards, and official website www.depeddavaodeoro.ph.

The results of the initial evaluation shall be released and posted for transparency purposes. You may refer to your assigned application code (insert application code) in the official posting of results.

Thank you and we wish you the best of luck in your future success.

Very truly yours,

Administrative Officer IV/Administrative Officer II



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.depeddavaodeoro.ph



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
 Superintendent

LIST OF TEACHER I APPLICANTS FOR SY 2023-2024
KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL LEVEL

SCHOOL:

DISTRICT:

LEVEL:

No.	ACTIVE CONTACT NO.	NAME			PERMANENT ADDRESS (Barangay, Municipality)	REMARKS (by School Sub-Committee)
		Lastname	Firstname	Middlename		

Prepared by:

SCHOOL SUB-COMMITTEE

_____ Member

_____ Member

_____ Member

_____ Member

_____ Member

Note: Please use separate list per level



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	5 of 5