



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



Office of the Schools Division
 Superintendent

FEB 12 2024

Division Memorandum
 No. **097** s. 2024

MATRIX OF ACTIVITIES RE: HIRING OF NEW TEACHER I APPLICANTS FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND SCHOOLS IMPLEMENTING INDIGENOUS PEOPLES EDUCATION FOR SY 2024-2025

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, Junior High School and Senior High School Level for SY 2024-2025.
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, Junior High Schools and Senior High School 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.



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

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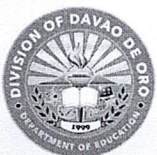
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5. Applicants shall have their demonstration teaching in an actual classroom with the learners. They will coordinate with the School Head nearest their residence of their preferred school on the schedule agreed upon. The entire demonstration teaching shall be recorded which will be uploaded in the applicants' **google drive**. Link of the google drive shall be shared in the DOORS.
6. School Sub-Committee chaired by the School Head shall:
- Receives all application documents in hard copy;
 - Verifies and certifies as to completeness, veracity, accuracy and authenticity of documents;
 - Issues Annex E for qualified and Annex F for disqualified applicants for the qualification standards of the position applied;
 - 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, Senior 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).





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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 preferred 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
Senior High School	Orange

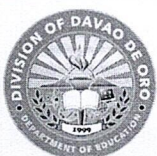
11. The cut-off score for inclusion in the Registry of Qualified Applicants is fifty (50) points. Be reminded that inclusion in the RQA does not warrant automatic recommendation for appointment. Thus, the policy on localization, subject specialization and teacher need shall be considered.

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 2023-2024 RQA not yet accommodated for permanent position should apply and adhere to the guidelines and requirements as stipulated in DO No. 007, s. 2023.



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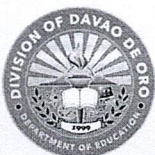


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16. Matrix of Activities re: Hiring of New Teacher I Applicants for SY 2024-2025

Date	Activities	Persons Involved
February 13-23, 2024	Pre-registration all interested qualified Teacher I applicants through: www.depeddoors.com	Applicants & Division ICT
February 27, 2024	Orientation of applicants/ Division and School Sub-Committee (School Screening Committee) through Facebook Live streamyard	HRMPSB, DSC, SSC & Applicants
February 27- March 13, 2024	Uploading of pertinent documents in DOORS by the applicants	Applicants & SSC
March 18, 2024	Deadline of submission of uploaded pertinent documents (hardcopy) to the preferred school	Applicants & SSC
February 27- March 15, 2024	Validation of uploaded & hardcopy pertinent documents by the School Sub-Committee	School Heads & SSC
March 18, 2024	Submission of IER and list of applicants signed by School Sub-Committee to Division Selection Committee Secretariat	School Heads & Administrative Officer II
March 19-April 19, 2024	Evaluation of uploaded documents in the DOORS	Sub-Committee
March 25-29, 2024	Period of demonstration teaching at preferred school	Applicants & SSC
April 1, 2024	Deadline of uploading of recorded demonstration teaching	Applicants
April 6, 2024	Written Test	HRMPSB, HRDS & Division Sub-Committee



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April 29-May 3, 2024	Confirmation of Rating	Applicants & HRMPSB Secretariat
May 6-10, 2024	Review and Finalization of the CAR/RQA	HRMPSB
May 15, 2024	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: **marivic.endaya@deped.gov.ph**

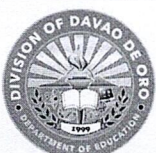
Senior High School: **leah.baruiz@deped.gov.ph**

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

18. Attach are the format of the Initial Evaluation Result (IER), Annex E, Annex F and List of Teacher I Applicants for SY 2024-2025 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 CESO V
Schools Division Superintendent *per*



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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.	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			
b.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;			
c.	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;			
d.	Photocopy of valid and updated PRC License/ID ;			
e.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable;			
f.	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;			
g.	Photocopy of Certificate/s of Training, if applicable;			
h.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;			
i.	Photocopy of latest appointment, if applicable;			
j.	Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;			
k.	Other documents as may be required by the HRMPSB 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
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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



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 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



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