



Republic of the Philippines
Department of Education
 REGION V
SCHOOLS DIVISION OF MASBATE CITY



March 4, 2024

DIVISION MEMORANDUM
 No: 024 s. 2024

SELECTION AND RECRUITMENT OF TEACHER I FOR PUBLIC ELEMENTARY (KINDERGARTEN & SPED) AND SECONDARY (JUNIOR HIGH SCHOOL & SENIOR HIGH SCHOOL) FOR SCHOOL YEAR 2023-2024

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and GOD)
 Education Program Supervisors
 Public Schools District Supervisors
 Division HRMPSB Chair and Members
 Division/District/School Sub-Committee
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to DepEd Order No. 7, s. 2023, re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education (DepEd), this Office hereby announces the conduct of Selection and Recruitment for Public Elementary and Secondary School Teachers for Teacher I position for SY 2023-2024.
2. To ensure the smooth implementation of the aforesaid guidelines, the following timelines and activities shall be followed:

#	DATE/SCHEDULE	ACTIVITIES	PERSONS/RESPONSIBLE COMMITTEE
1	March 4-19, 2024	Posting of Selection and Recruitment Memorandum	Division HRMPSB
2	March 15, 2024	Orientation of Division Screening Committee	Division HRMPSB
3	March 19, 2024	Orientation of School Screening Committee	Division HRMPSB
4	March 20-22, 25-26, 2024	Filing/Submission of two (2) sets of Application Documents to the Elementary and Secondary Schools	School Screening Committee



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#	DATE/SCHEDULE	ACTIVITIES	PERSONS/RESPONSIBLE COMMITTEE
5	March 20-22, 25-26, 2024	School screening Committee receives application documents, verifies and certifies the same for completeness and veracity of documents	School Screening Committee
6	April 1, 2024	Submission of list of applicants to the Records Section	School Screening Committee & Records Section
7	April 2-5, 2024	Personnel Section and members of secretariat conducts the pre-evaluation of submitted documents.	Division HRMPS & Personnel
8	April 8, 2024	Orientation of all applicants	HRMPSB
9	April 15-19, 2024	Assessment of applicants' document	Division HRMPSB
10	April 22-26, 2024	Posting of schedule of COI. Notification of qualified applicants. Conduct of Classroom Observable Indicators (COI)	Division HRMPSB Sub-Committee (District)
11	April 29-30, 2024	Conduct of Non-Classroom Observance Indicators (NCOI) using the Teacher Reflection Form (TRF).	Division HRMPSB and its sub-committee
12	May 2-3, 2024	Preparation of CAR and CAR RQA. Submission of RQA for approval of SDS	Division HRMPSB & HRMPSB Secretariat
13	May 6-10, 2024	Posting of CAR Clarificatory period	ITO secretariat Division HRMPSB
14	May 13-14, 2024	Finalization of CAR, CAR-RQA	Division HRMPSB HRMPSB Secretariat ITO secretariat



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3. An applicant shall submit to the heads of the elementary and secondary schools where a teacher shortage or vacancy exists or to elementary and secondary school nearest to his or her residence, a written application supported by the following documents:

QS Folder (Long white folder)
a. Letter of intent addressed to the Head of Office
b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable.
c. Photocopy of valid and updated, PRC License/ID (not applicable to SHS applicants for possible appointment under provisional status and other applicants for possible appointment under temporary status), if applicable.
d. Photocopy of Certificate of Eligibility / 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 applicable.
f. Photocopy of Certificate /s of Training, if applicable.

Assessment Folder (Long yellow folder)
a. Photocopy of Certificate /s of Training, if applicable.
b. Photocopy of Certificate of Employment, Contract of Service, or duly assigned Service Record, whichever is/are applicable.
c. Photocopy of latest appointment, if applicable.
d. 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.
e. 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.
f. Other documents as may be required by the HRMPSB for comparative assessment, such as but not limited to: <ul style="list-style-type: none">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 (d) is not relevant to the position to be filled, if applicable.



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| g. Photocopy of valid and updated, PRC License/ID (not applicable to SHS applicants for possible appointment under provisional status and other applicants for possible appointment under temporary status), if applicable. |
| h. 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 applicable. |

Note: Original documents will be required during the assessment/deliberation.

4. Adhering to the principle of Equal Employment Opportunity (EEO), this Office considers the application of all interested qualified applicants for employment without regard to age, sex, sexual orientation and gender identity and status, religion, ethnicity, political affiliations or any other characteristics protected by law.
5. The School Screening Committee shall verify the completeness and authenticity of the submitted documents. The committee shall issue a certification to the applicant attesting to the fact that it has received the application documents. Likewise, a copy of such individual certification shall also be included in the documents to be submitted to the Division Screening Committee.
6. To facilitate the screening process, the following composition of the Division Screening Committee is hereby created:

KINDERGARTEN		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Erma L. Lupango	JZSES
Alternate:	Dinnah A. Bañares	
Members:	Maureen R. Beuno	
	Loida C. Valenzuela	

ELEMENTARY (DISTRICT 1)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Abundio Z. Barruga Jr.	Nursery ES
Members:	Elvira T. Cabug	
	Ysczyl Grace R. Calimotan	

ELEMENTARY (DISTRICT 2)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Eriberta B. Buri	AAES
Members:	Sophia M. Salvacion	
	Renil T. Maravilla	



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ELEMENTARY (DISTRICT 3)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Helen A. Verano	Bagumbayan ES
Members:	Maribel D. Tualla	
	Neil C. Tumblood	

ELEMENTARY (DISTRICT 4)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Rolicelia T. Endrina	N. Delos Santos ES
Members:	Renie C. Tumblood	
	Ulysses C. Mendoza	

ELEMENTARY (DISTRICT 5)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Ramon Basas Jr.	A. Dela Rosa ES
Members:	Remy Ann R. Concepcion	
	Johanna A. Amante	

ELEMENTARY (DISTRICT 6)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Silvino B. Doctolero Jr.	ELSESES
Members:	Michael D. Tumbaga	
	David C. Sta. Ana	

ELEMENTARY (DISTRICT 7)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Marvin M. Garcia	Bayombon ES
Members:	Mary Joy M. Romero	
	Elena L. Bien	
	Ramar V. Torres	



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ELEMENTARY (DISTRICT 8)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Alfredo R. Sese Jr.	Bantigue ES
Members:	Michael F. Cabataña	
	Divina B. Llarena	
Alternate Member:	Susan B. Espares	

ELEMENTARY (DISTRICT 9)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Rosa O. Cañezal	Batuhan East ES
Members:	Janet L. Danao	
	Erwin A. Abaja	

ELEMENTARY (DISTRICT 10)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Nathan A. Campo Jr.	Anas ES
Members:	Alicia A. Viñas	
	Albin John A. Lalaguna	

SECONDARY (FILIPINO)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Marie Grace B. Manlapaz	MNCHS
Alternate:	Marites C. Cleofe	
Member:	Aida R. Legaspi	

SECONDARY (TLE)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Marizza C. Vargas	MNCHS
Members:	Theresa Bacolod	
	Ariel M. Ng	



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SECONDARY (MATHEMATICS)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Janet Z. Dumangas	Nursery HS
Members:	Ruel T. Frias	
	Rogen Esser S. Estrada	

SECONDARY (MAPEH)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Perla Vicenta O. Reyes	Nursery HS
Members:	Sofronio D. Arizala Jr.	
	Jovce V. Go	

SECONDARY (ARALING PANLIPUNAN)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Ma. Lyn R. Estoquia	MNCHS
Alternate:	Fermin B. Amontos	
Member:	Vina C. Lim	

SECONDARY (VALUES EDUCATION)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Maripaz T. Concepcion	MNCHS
Alternate:	Marife A. Cañares	
Members:	Florante L. Ruaya	
	Mary Joy M. Romero	

SECONDARY (SCIENCE)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Jemnah A. Macabe	Nursery HS
Members:	Edwin G. Returan	
	Rogelio C. Caliwan	



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SECONDARY (ENGLISH)		
DSC POSITION	NAME	VENUE OF NCOI
Chairperson:	Cyril F. Delavin	MNCHS
Alternate:	Marcelino E. Ibañez	
Members:	Ronan C. Relova	
	Hilda D. Lozada	

7. The following are the qualification standards of Teacher I in Elementary, Secondary, and Senior High School, to wit:

Teacher I (Elementary)	
Education:	Bachelor of elementary education or Bachelor's degree plus 18 professional units in Education
Experience:	None required
Training:	None required
Eligibility:	RA 1080 (Teacher)

Teacher I (Secondary)	
Education:	Bachelor of secondary education or Bachelor's degree plus 18 professional units in Education with appropriate major
Experience:	None required
Training:	None required
Eligibility:	RA 1080 (Teacher)

Teacher I (SHS)	
Education:	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject
Experience:	None required
Training:	None required
Eligibility:	RA 1080 (Teacher)




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Teacher I – SHS Technical-Vocational Livelihood (TVL)	
Education:	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization
Experience:	None required
Training:	At least NC II <i>*Appropriate to the specialization</i>
Eligibility:	RA 1080 (Teacher)

8. The date of assessment will be announced in a separate issuance.
9. For information, guidance, and compliance


NELSON S. MORALES JR.
Schools Division Superintendent



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