



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

April 26, 2023

DIVISION MEMORANDUM
NO. 104, s. 2023

**ORIENTATION AND ACCEPTANCE OF APPLICATIONS FOR TEACHER I
POSITION for SY 2023-2024**

To: Assistant Schools Division Superintendent
CID & SGOD Chiefs and Personnel
Public Schools District Supervisor
Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the acceptance of applications for Teacher I positions for School Year 2023-2024. The criteria and point system for hiring Teacher I is DepEd Order No. 7, s. 2023 in the kindergarten, elementary, junior high school, Alternative Learning System (ALS), special education (SPED) and senior high school applicants.

2. The schedule of activities will be:

DATE	ACTIVITIES	PERSON/COMMITTEE REPOSIBLE
May 3-May 17, 2023	Filing of written application with relevant documents in the school nearest his/her residence or to the Division Records Section.	Teacher applicant, School Head, Human Resource Management Officer (HRMO) Records Officer/personnel
May 6, 2023	Orientation of Teacher Applicants	HRMPSB, Teacher-Applicants
May 8-10, 2023	Orientation of Human Resource Merit Promotion and Selection Board (HRMPSB) Sub-committees for Document Evaluation	Administrative Officers II (Elementary and Senior HS) and CSNHS Administrative Officer IV
May 15, 2023	Orientation of HRMPSB Sub-committees for Demonstration Teaching and Teacher Reflection Exam	HRMPSB and Sub-Committees for Demonstration Teaching and Teacher Reflection Exam
May 17, 2023 5:00p.m.	Last Day of Submission of applications	School Heads, Records Office Personnel, HRMO and Staff
May 18 to May 24, 2023	Initial Evaluation of applicants' qualifications/ documents as to its	HRMO and Staff

DEPED DIVISION OF NAGA CITY
RECORDS SECTION

23040662D
27 APR 2023
DATE: TIME:
BY:



Address: Roxas Avenue, Triangulo, Naga City
Telephone No.: 054-871-3455
Email Address: naga.city@deped.gov.ph
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	completeness & CSC Qualification Standards	
May 25, 2023	Posting of Qualified Applicants from the Initial Evaluation Result (IER)	HRMO, Human Resource Staff, Information Technology Officer
May 27, 2023	Teacher Reflection Test <i>(details to be announced during the release of the IER)</i>	Qualified Applicants Division Selection Committee and Sub-committee
May 29-June 2, 2023	Demonstration Teaching <i>(details to be announced during the release of the IER)</i>	Qualified Applicants Division Selection Committee and Sub-committee
June 5-9, 2023	Document Evaluation <i>(details to be announced during the release of the IER)</i>	Qualified Applicants Division Selection Committee and Sub-committee
June 13 – June 16, 2023	Review and Finalization of Division CAR-RQA	HRMO & HR Staff
June 19, 2023	Submission of RQA to SDS for approval	HRMO, HRMPSB and Sub-committees
June 20, 2023	Posting of RQA	Schools Division Superintendent, HRMO, Records Officer, ITO

3. All applicants are required to register in the link <https://tinyurl.com/SDONagaTeacherHiring> and submit a printed copy of the screenshot of the **acknowledgement receipt** together with their documents. Only applicants who registered in this link and submitted complete hard copies of their documents in the school or in the Division Office on the set deadline will be considered as official applicants.

4. Applicants may apply in more than one position if they meet the Qualification Standard for the position. They are required to submit only one folder even if the desired position is more than one. The desired positions must be indicated in the online registration and application letter.

5. Applicants must render demonstration teaching to all positions they applied to. Those with multiple desired positions are advised to have a priority position where s/he intends to render his/her Demonstration Teaching. In case of conflict of schedule, the applicant will only be given points for Demo-Teaching in the position/s where s/he was able to render the activity.

6. All interested applicants must submit their documents to the head of public elementary/secondary school or to the Division Office Records Section in color-coded folders for their priority position where they most desired to have their Demonstration Teaching:



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White – Elementary teacher applicants
Red – Junior High School teacher applicants
Green – Senior High School teacher applicants
Pink – Kinder teacher applicants
Blue – SPED teacher applicants
Yellow – ALS teacher applicants

7. Documents are expected to be submitted in the color-coded folder fastened on the left side with Table of Contents and documents arranged accordingly. Labels (index tabs) using letter A to K are requested to facilitate evaluation:

FOR KINDER, ELEMENTARY, SPED, ALS AND JUNIOR HIGH SCHOOL APPLICANTS

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (for those with experience)
C	Photocopy of updated PRC ID (a must for Kinder, Elementary, SPED, ALS and Junior High School applicants)
D	Photocopy of Ratings obtained in the Licensure Examination for Teachers (LET) <ul style="list-style-type: none"> JHS teacher applicant must possess Secondary Level Eligibility Elementary Level Eligibility can be used only by applicants for Kinder & Elementary positions
E	Photocopy of Transcript of Records and Diploma <ul style="list-style-type: none"> Baccalaureate Degree 18 Professional Units in Education (if applicable) Master's Degree (if applicable) Doctorate Degree (if applicable) Certification of Completed Academic Requirements (if applicable) Certification of number of units earned in Masteral/Doctoral (if applicable)
F	Photocopy of Certificates of Training (if applicable)
G	Photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable) <ul style="list-style-type: none"> Relevant experience from part-time work of at least four (4) hours per day may be considered, provided that the appropriate Certificate of Employment is submitted with details on the actual number of hours rendered.
H	Photocopy of Latest appointment, if applicable
I	Photocopy of the Performance Rating, 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: National Certificate (NC II/III, TMC) issued by TESDA (a must for TVL teacher applicants) NBI Clearance Certified copy of Voter's ID and/or any proof of residency



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8. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.

9. All applicants must meet the basic minimum requirement of the Qualification Standard of the position he/she is applying to.

✓ 10. Following the promotion of an Equal Employment Opportunity Principle, this Office considers the application of all interested qualified applicants for employment without regard to age, sex, sexual orientation and gender identity, civil status, religion, ethnicity, political affiliations, disability, or any other characteristics protected by law.

11. Individuals who failed to submit complete mandatory documents on May 17, 2023 shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.

12. All folders and documents submitted by teacher applicants shall be considered as records of the Division and shall no longer be returned to the applicant.

13. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

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

15. The Prepared CAR-RQA shall be valid for a period of one (1) School Year.

16. The following is the composition of the HRMPSB. Complete names of members of HRMPSB Sub-committees shall be issued in a separate memorandum.

POSITIONS		DIVISION SELECTION COMMITTEE
Chairman		ASDS Cecile C. Ferro CESO VI
Principal Members		SGOD OIC Chief Michael A. Del Rosario Administrative Officer V Mary Ann B. Rosauro HRMO Sheila Margarita M. Durante Teachers' Union Representative Apollo C. Sebello
HRMPSB Committee Members	Sub-	Public Schools District Supervisors, Elementary School Heads, selected Master Teachers (Elementary- Demonstration Teaching and Teacher Reflection Form) Education Program Supervisors, Secondary School Heads, Head Teachers and selected secondary Master Teachers (JHS & SHS Demonstration Teaching and Teacher Reflection Form) Education Program Specialist (Alternative Learning System (ALS) Demonstration Teaching) Administrative Officer II (Teacher Document Evaluation)





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17. All expenses in relation to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
18. For information, immediate and wide dissemination, guidance and compliance.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

S. Cf

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QUALIFICATION STANDARD

No.	Position Title (Parenthetical Title, if applicable)	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				
				Education	Training	Experience	Eligibility	Competency (if applicable)
1	TEACHER I (ELEMENTARY)	11	27,000.00	Bachelor of Elementary Education (BEEd) or Bachelor's Degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)	
2	TEACHER I (SECONDARY)	11	27,000.00	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (Teacher)	
3	TEACHER I (SHS)	11	27,000.00	<p>(ACADEMIC TRACK and CORE SUBJECTS) 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.</p> <p>(ARTS & 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</p> <p>(SPORTS TRACK) Bachelor's degree with a major in fields under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track</p> <p>(TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) Track) Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization.</p>	<p>(ACADEMIC TRACK and CORE SUBJECTS) None Required</p> <p>(ARTS AND DESIGN TRACK) None required</p> <p>(SPORTS TRACK) None required</p> <p>(TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) Track) At least NC * II *Appropriate to the specialization</p>	<p>(ACADEMIC TRACK and CORE SUBJECTS) None required</p> <p>(ARTS & DESIGN TRACK) None required</p> <p>(SPORTS TRACK) None required</p> <p>(TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) Track) None required</p>	<p>Applicants for a permanent appointment: RA 1080 (Teacher); if not, RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>Applicants for a contractual position: None required</p> <p>Practitioners (part time only): None required</p>	

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CHECKLIST OF REQUIREMENTS

Annex C

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

Application Code: _____

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-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office or 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 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			
k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding Accomplishment, 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.

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Person Administering Oath