

Kagawaran ng Edukasyon

SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

April 26, 2023

DIVISION MEMORANDUM NO. _/°4 , 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

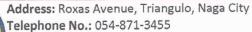
Elementary and Secondary School Heads

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.

The schedule of activities will be:

DATE	ACTIVITIES	PERSON/COMMITTEE REPONSIBLE
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	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 vits	DNOFNAGA CITY



Email Address: naga.city@deped.gov.ph Website: www.depednaga.ph 2 3 0 4 0 6 6 2 27 APR 2023 TIME:



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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 (details to be announced during the release of the IER)	Qualified Applicants Division Selection Committee and Sub- committee
May 29-June 2, 2023	Demonstration Teaching (details to be announced during the release of the IER)	Qualified Applicants Division Selection Committee and Sub- committee
June 5-9, 2023	Document Evaluation (details to be announced during the release of the IER)	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:

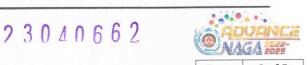


Address: Roxas Avenue, Triangulo, Naga City

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REHIYON V

SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

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							
В	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)							
	 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							
	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)							
	• 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 Sub-	Public Schools District Supervisors, Elementary School Heads,				
Committee	selected Master Teachers (Elementary- Demonstration Teaching and				
Members	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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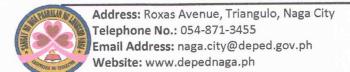
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- 17. All expenses in relation to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- 18. For information, immediate and wide dissemination, guidance and compliance.

SUSAN S. COLLANO CESO Va Schools Division Superintendent

23040662





QUALIFICATION STANDARD

		Salary/		Qualification Standards				
No.	Position Title (Parenthetical Title, if applicable)	Job/ Pay Grade	Monthly Salary	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	(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.	(ACADEMIC TRACK and CORE SUBJECTS) None Required	(ACADEMIC TRACK and CORE SUBJECTS) None required	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 Applicants for a contractual position: None required	
	2304			(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	(ARTS AND DESIGN TRACK) None required	(ARTS & DESIGN TRACK) None required	Practitioners (part time only): None required	
	0662		,	(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	(SPORTS TRACK) None required	(SPORTS TRACK) None required		•
				(TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) Track) Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization.	(TECHNICAL- VOCATIONAL LIVELIHOOD (TVL) Track) At least NC * II *Appropriate to the specialization	(TECHNICAL- VOCATIONAL LIVELIHOOD (TVL) Track) None required		

	CHECKLIST OF REQUIREMENTS		Anne		
	e of Applicant:	Apı	plication Code:		
	ion Applied For:				
	e of the Position Applied For:				
	act Number:				
	ion:				
	icity: on with Disability: Yes () No ()				
	Parent: Yes () No ()				
3010	ratelit. Tes () NO ()	Status of	Verification		
	Basic Documentary Requirement	Submission (To be filled-out by the applicant; Check if submitted)	(To be filled-out by the HRMO/HR Office/sub- committee) Status of Submission		
			(Check if complied)	Remarks	
а.	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.				
Atte	sted:		1		
Hur	nan Resource Management Officer OMNIBUS SWORN STATEMEN	IT.			
CEC-	TIFICATION OF AUTHENTICITY AND VERACITY				
l her	eby certify that all information above are true and correct, and of my person nitted herewith are original and/or certified true copies thereof.	nal knowledge a	nd belief, and the doc	uments	
0	A DDIVACY CONSTAIT				
l her	A PRIVACY CONSENT eby grant the Department of Education the right to collect and process my ploses relevant to the recruitment, selection, and placement of personnel of the laws, rules and regulations being implemented by the Civil Service Committee in the laws, rules and regulations being implemented by the Civil Service.	he Department	tion as stated above, and for purposes of c	for ompliance	
		Names	and Signature of Appli	cant	
Subs	scribed and sworn to before me thisday of, year.	14dille 6	a oignature of rippii		
	23010662	П			
	0 2 11 6 6 2	2	con Administoring Oath		
		Pers	son Administering Oath		