

DIVISION MEMORANDUM

No. 112, s. 2023

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD and CID
All Public Elementary and Secondary School Heads
All Others Concerned

From: **VICTORIA V. GAZO, Ph.D. CESO V**
Schools Division Superintendent

Date: March 31, 2023

Subject: **RECRUITMENT, EVALUATION AND TIMELINE ON THE
SELECTION OF KINDERGARTEN, ELEMENTARY, JUNIOR HIGH
SCHOOL AND SENIOR HIGH SCHOOL TEACHER APPLICANTS
FOR SCHOOL YEAR 2023-2024**

1. The field is hereby informed of the submission of the application for Kindergarten, Elementary, Junior High School, and Senior High School Teacher I positions which shall now proceed following DepED Order No. 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment (RSA) in the Department of Education)
2. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEOP). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.
3. This Office further announces the recruitment process which will start on **April 5, 2023** with the orientation of Teacher I applicants and the Division Selection Committee members until the last day of submission of application documents on **April 17, 2023** in the Division Office through the respective designated secretariat for checking as to completeness of the documentary requirements.
4. The issuance of these guidelines aims to integrate and further institutionalize the primary objective of the enhanced Basic Education Act of 2013 that upholds the overall quality of basic education in the country by hiring highly competent teachers and to advocate the Department's mandate under the Magna Carta for Public School Teachers (RA 4670).
5. As provided in DepEd Order No. 7, s. 2023 an applicant shall submit documentary requirements direct to the Division Office where he/she intends to wit:



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph





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- a. Letter of intent addresses to the Head of Office, or to the highest HRMO designated by 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, 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 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 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 (*Enclosure No. 3 / Annex C*), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB/DSC for comparative assessments; 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 letter k (i) is not relevant to the position to be filled, if applicable.

6. No additional documents shall be accepted after the set deadline. Please observe the color coding of the folders that you are going to use and fasteners are placed on top **not** on side of the folder and documents for fast and easy retrieval/inventory of applicants per level as follows: Note: use long and ordinary folders, **do not** use portfolio/clear book

- a) Kindergarten - green folder
- b) Elementary - brown folder
- c) Junior High School - white folder
- d) Senior High School - yellow folder

7. Provisional Teachers both in the Junior and Senior High Schools are required to submit the documentary requirements and shall undergo the recruitment process even if it is renewal of appointment should they still wish to apply in DepED Division of Malaybalay City.

8. Thus, applicants are directed to **diligently** fill out their personal, academic, and other relevant information through this link bit.ly/3TVb02h before submitting their application documents to the Division Office in order also to get their



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application code. Moreover, observe the schedule of activities in the selection process set by this office based on the timetable attached in *Enclosure No. 1*. Division Selection Committees are advised to observe the composition in *Enclosure No. 2*.

9. This memorandum shall be posted in the Division/District/School Bulletin Boards and other forms of dissemination for information and guidance of all concerned.

10. Queries relative to this memorandum can be channeled to the respective co-chairman of the three (3) categories to wit:

- 1.) **Jasmin J. Adriatico, EPS** or DSC Secretariat for Kindergarten/Elementary
- 2.) **Lorenzo O. Capacio, EdD., Chief SGOD** or DSC Secretariat for JHS
- 3.) **Ralph T. Quirog, Chief CID** or DSC Secretariat for Senior High School (SHS)

Enclosure:

As stated

Copy furnished:

Records Unit

TO BE POSTED IN THE WEBSITE



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Enclosure No.1 of Division Memorandum No. _____ s. 2023

**SCHEDULE OF ACTIVITIES IN THE SCREENING AND EVALUATION
OF TEACHER I APPLICANTS**

Time Frame	Activity	Point Person
April 5, 2023	F2f Orientation of Teacher I applicants and Division Selection Committee members: 7:30AM to 12:00NN Kinder/Elem. – Casisang Central IS 7:30AM to 12:00NN JHS&SHS – Malaybalay City National Science High School, Aglayan, MC	ASDS, SEPS-HRD, DSC
April 11-17, 2023	Submission of documents by the Teacher I applicants to the respective Division Selection Committee secretariat for evaluation and verification at the Division Office . Kinder/Elem. – c/o Mary Gladys J. Dublas @ SGOD JHS – c/o Jimdandy S. Lucine @ SGOD SHS – c/o Paterno T. Padua @ LRMD	Division Selection Committee Secretariat
April 20-21, 2023	Evaluation of documents of the Teacher I applicants by the Division Selection Committee	DSC
April 24, 2023 to May 12, 2023	Conduct of the following activities for the Kinder/Elementary, Junior High School and SHS Teacher I applicants by the Division Selection Committee – Interview, Classroom Observation / Demonstration Teaching, and Teacher Reflection	Teacher I Applicants, DSC
May 18-19, 2023	Review and finalization of the RQA by the Division Selection Committee	DSC
May 22, 2023	Submission of duly signed RQA to the Office of the Schools Division Superintendent for Approval	DSC
May 23, 2023	Posting of the Registry of Qualified Applicants	DSC

Specific Schedule for Interview and COT/Teaching Demo of applicants

Date	Kinder and Elem.- venue: MCCS Gym	JHS - venue: GAD Hall for Interview and Casisang Integrated School for COT	SHS – venue: Bukidnon National High School
April 25 (Tues.)	District 1	English	STEM – Math
April 26 (Wed.)	District 2	Science	HUMMS – Filipino
April 27 (Thur.)	District 3	Social Studies	HUMMS – English
April 28 (Fri.)	District 4	Mathematics	STEM – Science
May 3 (Wed.)	District 5	ESP	Sports, Arts and Design
May 4 (Thur.)	District 6	TLE (day 1)	HUMMS Social Science and Philosophy
May 5 (Fri.)	District 7	TLE (day 2)	ABM
May 9 (Tues.)	District 8	Mapeh	TVL (day 1)
May 10 (Wed.)	District 9	Filipino	TVL (day 2)
May 11 (Thur.)	District 10		Public JHS Teachers applying for SHS Teaching Positions



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Enclosure No. 2 of Division Memorandum No. _____ s. 2023

Division Selection Committee (DSC) for Kindergarten/Elementary School

No.	Name	Position / Designation	Designation
	To conduct Interview and COT		
	Aliena S. Dajay, PhD., CESE	Asst. Schools Div. Superintendent	Chairman
1	Adriatico, Jasmin J.	Education Program Supervisor	Co-Chairman
2	Balintongog, Liza G.	Public Schools District Supervisor	Member
3	Bentillo, Imelda S.	Education Program Supervisor	Member
4	Caballero, Nimfa A.	Head Teacher I	Member
5	Crusio, Rulyn Z.	School Principal I	Member
6	Docdocil, Nym M.	School Principal I	Member
7	Gumayao, Mary Fe C.	School Principal II	Member
8	Lagunday, Merry D.	Head Teacher III	Member
9	Padua, Narita T.	School Principal II	Member
10	Rojas, Amor Celeste P.	School Principal I	Member
11	Rojas, Sonny M.	School Principal II	Member
12	Tandog, Marylan G.	School Principal I	Member
	<i>Secretariat:</i>		
	Ethyl Jane O. Ligando	Educ. Program Specialist II	Secretariat
	Dublas, Mary Gladys J.	Educ. Program	Secretariat
	Pagaran, Karl Lois C.	PDO I	Secretariat

Division Selection Committee (DSC) for Junior High School

No.	Name	Position / Designation	Designation
	To conduct Interview		
	Aliena S. Dajay, PhD., CESE	Asst. Schools Div. Superintendent	Chairman
1	Capacio, Lorenzo O.	Chief Education Program Supervisor	Co-Chairman
2	Pizarro, Virgilin R.	EPS / Social Studies	Member
3	Rarogal, John P.	School Principal II / Science	Member
4	Reyes, Ma. Concepcion S.	EPS / Filipino	Member
5	Salupado, Rosie A.	EPS / Values Education	Member
6	Valdez, Lepelyn S.	MT II / English	Member
	To conduct COT		
	<i>Team A</i>		
1	Bongocan, Sharon Mae A.	EPS / MAPEH	Chair
2	Pancho, Neri C.	Head Teacher I	Member
3	Mamawag, Marsifith M.	SEPS Soc.Mob	Member
	<i>Team B</i>		
1	Molina, Jovy G.	Public School District Supervisor	Chair
2	Gantalao, Arlene C.	Head Teacher III	Member
3	Ebora, Edelyn M.	SEPS M&E	Member
	<i>Team C</i>		
1	Yap, Purisima J.	EPS / LRMDS	Chair
2	Ongkiatco, Romulo L.	Head Teacher I	Member



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3	Abecia, Roel F.	Head Teacher I	Member
	<i>Team D</i>		
1	Pimentel, Manny B.	Public School District Supervisor	Chair
2	Onipa, Rosabella B.	Principal I	Member
3	Maramba, Gemma A.	Head Teacher I	Member
	<i>Secretariat:</i>		
	<i>Cahucom, Lucilyn M.</i>	<i>PDO I (YFC)</i>	<i>Secretariat</i>
	<i>Merida, Woodrow Wilson B.</i>	<i>SEPS HRD</i>	<i>Secretariat</i>
	<i>Lucine, Jimdandy S.</i>	<i>PDO II - DRRM</i>	<i>Secretariat</i>

Division Selection Committee (DSC) for: Senior High School and JHS Teachers applying for SHS positions

No.	Name	Position / Designation	Designation
	To conduct Interview		
1	Aliena S. Dajay, PhD., CESE	Asst. Schools Div. Superintendent	Chairman
2	Quirog, Ralph T.	Chief Education Supervisor	Co-Chairman
3	Ocier, Analy L.	Education Program Supervisor	Member
4	Gabales, Dindo M.	Education Program Supervisor	Member
5	Valde, Rachel R.	Education Program Supervisor	Member
6	Tan Nery, Noel A.	Public Schools District Supervisor	Member
7	Olana, Susan S.	School Principal IV	Member
	<i>Secretariat:</i>		
	<i>Tugonon, Emelyn R.</i>	<i>School Librarian II</i>	<i>Secretariat</i>
	<i>Dacanay, Rex C.</i>	<i>EPSII - HRD</i>	<i>Secretariat</i>
	<i>Padua, Paterno T.</i>	<i>PDO II - LRMDC</i>	<i>Secretariat</i>
	To conduct COT		
	<i>Team A</i>		
1	Berial, Evernoid C.	Public School District Supervisor	Chair
2	Israel, Maitelle B.	Head Teacher I	Member
3	Orong, Paul O.	School Principal II	Member
	<i>Team B</i>		
1	San Miguel, Vicente G.	Public School District Supervisor	Chair
2	Catane, Gretchen V.	EPSpecialist II/School In-Charge	Member
3	Wales, Perlita B.	Public School District Supervisor	Member
	<i>Team C</i>		
1	Mortera, Ferdinand V.	Public School District Supervisor	Chair
2	Abejuela, Pastor III, P..	School Principal II	Member
3	Cruz, Jose B.	School Principal II	Member
	<i>Team D</i>		
1	Allaba, Aba Q.	Public School District Supervisor	Chair
2	Okit, Janryl L.	Head Teacher I	Member
3	Minoza, Roy M.	Asst. School Principal II	Member



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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 HRMC/HR Office/sub-committee)	
		Status of Submission (Check if completed)	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 Accomplishments, 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 _____.

 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) (where 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.