



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM-2024-07-090
 DEPED MALAYBALAY CITY DIVISION

RELEASED

DATE: _____ Time: 4:40
 By: MAR 07 2024

March 7, 2024

DIVISION MEMORANDUM

No. 090, s. 2024

**RECRUITMENT, EVALUATION, AND TIMELINE ON THE SELECTION
 PROCESS FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL
 AND SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR
 SCHOOL YEAR 2024-2025**

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

1. The Division of Malaybalay City announces commencement of the application process for Teacher I positions in Kindergarten, Elementary, Junior High School and Senior High School consistent with the provisions of DepED Order No 7 s. 2023. Further, the Office also accepts qualified applicants for Teacher 2 positions in Senior High Schools in consonance with DepED Order no. 3 s. 2016.

2. All interested applicants are requested to follow and observe the timeline of the application process, as follows:

2.1. Interested and Qualified applicants are required to register on the profiling link to generate their Unique Application Code which shall be used throughout the hiring process.

Kindergarten: bit.ly/MCDapplicants_Kinder2024

Elementary: bit.ly/MCDapplicants_Elem2024

Junior High School: bit.ly/MCDapplicants_JHS2024

Senior High School: bit.ly/MCDapplicants_SHS2024

2.2. Indicate in the letter of intent the Unique Application Code preferably on the UPPER RIGHT HAND CORNER and in body of your letter.

2.3. Submit complete set of application documents together with your letter of intent to the school nearest your residence from **March 11, 2024 to March 22, 2024**.



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4. Interested applicants are required to submit photocopies of the following pertinent, as follows:

- 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.2 / Annex C*), notarized by authorized official (to be placed on top of application documents

5. It is suggested that applicants shall use long and ordinary folders. Use of clear book is highly discourage. On side ear of the folder please print your name in **BOLD** and **CAPITAL** Letters.

6. Applicants are required to bring the original copies of the pertinent documents and to present the same to the school for verification. The documents submitted shall be checked by Administrative Officer II of the Schools and or the School Heads of the Elementary and Secondary Schools as to completeness, veracity and authenticity. Only photocopies shall be left in the custody of the School.

7. Documents shall be submitted with **TABLE of CONTENTS** in accordance with letters a to j of the pertinent documents stated in item, no 4. All certificates of training attended must be enumerated and arrange chronologically (date).



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3. Applicants assume the full responsibility and accountability for the authenticity and veracity of the documents submitted as evidenced by the duly signed Omnibus Sworn Statement. Any false and fraudulent documents submitted shall be ground for disqualification.

4. No additional documents shall be accepted after the deadline. Applicants who failed to submit the documentary requirements on the set deadline shall not be included in the pool of official applicants.

5. Applicants who have been included in the Registry of Qualified Applicants for SY 2023 - 2024 and not yet appointed shall submit their letter of intent together with their unique application code and pertinent documents for SY 2024-2025. Further, Provisional Teachers in the Senior High School shall be required to undergo the recruitment process.

6. Timeline for the recruitment activities are as follows:

Posting of the Results of the Initial Evaluation Results (IER)	April 1, 2024
Sending of the EIR to the Applicants email	April 2, 2024
Demonstration Teaching	
Elementary:	April 3, 4, and 5, 2024
Junior High School:	April 3, 4, and 5, 2024
Senior High School:	April 15, 16, and 17, 2024

7. Pursuant to RA 9293 Section 26 (b) Paragraph 2 which states that Professional teachers who have not practiced their profession for the past five (5) years shall take at least twelve (12) units of education courses, consisting of at least six (6) units of pedagogy and six (6) units of content courses, or the equivalent training and number of hours, to be chosen from a list of courses to be provided by the Board and the Department of Education, before they can be allowed to practice their profession in the country.

8. See attached documents as to the following:

- Annex A: Qualification Standards
- Annex B : Criteria and the Point System Consistent with DO 7 s. 2023 and DO 3 s. 2016
- Annex C: Composition of the HRMPSB and the Sub Committee

9. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEOP). It ensures no discrimination in the



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selection of its employees provided Qualification Standards set by the CSC are met and DepED guidelines are followed. 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.

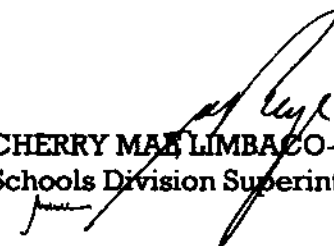
10. Queries relative to this memorandum can be channeled to the respective co-chairman of the three (3) classified groups to wit:

Lorenzo O. Capacio, EdD., Chief SGOD
Division Sub-Committee co-chair for Kindergarten/Elementary

Rosie A. Salupado
Division Sub-Committee co-chair for Junior High School (JHS)

Ralph T. Quirog, Chief CID
Division Sub-Committee co-chair for Senior High School (SHS)

11. Immediate dissemination of this Memorandum is enjoined.


CHERRY MAE LIMBACO-REYES
Schools Division Superintendent

Incl. as stated

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED ON OUR WEBSITE



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Attachment I

Annex A

QUALIFICATION STANDARDS

Kindergarten / Elementary

Education: Bachelor's Degree in Elem. Education; or Bachelor's Degree with 18 Prof. Education Units

Training: none required

Experience: none required

Eligibility: RA 1080 (Teacher)

Junior High School

Education: Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 Prof. Education Units

Training: none required

Experience: none required

Eligibility: RA 1080 (Teacher)

Senior High School - Teacher I

Education: *Academic Track & Core Subjects*: Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in relevant strand/subject or *Arts & Design Track*: Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject or *Sports Track*: Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the fields under the Track or *TVL Track*: Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization

Training: none required



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Experience: *Academic Track & Core Subjects:* none required or *Arts & Design Track:* none required or *Sports Track:* none required or *TVL Track:* at least NCII *appropriate to the specialization

Eligibility: Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring

Senior High School - Teacher II

Education: *Academic Track & Core Subjects:* Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject or *Arts & Design Track:* Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject or *Sports Track:* Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the fields under the Track or *TVL Track:* Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization

Training: *Academic Track & Core Subjects:* none required or *Arts & Design Track:* 4 hours of training relevant to the courses in the Track or *Sports Track:* 4 hours of training relevant to the courses in the Strand or *TVL Track:* at least NCII + TMC I *appropriate to the specialization

Experience: *Academic Track & Core Subjects:* none required or *Arts & Design Track:* 1 year relevant teaching/industry work experience or *Sports Track:* 1 year relevant teaching/industry work experience or *TVL Track:* 6 months of relevant teaching or 6 months of industry work experience

Eligibility: Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring



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Attachment 2

Annex B

CRITERIA AND POINT SYSTEM FOR TEACHER I POSITIONS

a. Education	10 points
b. Training	10 points
c. Experience	10 points
d. PBET/LET/LEPT Rating	10 points
e. PPST COIs (Classroom Observation / Demonstration Teaching)	35 points
f. PPST NCOIs (Teacher Reflection)	25 points

TOTAL 100 POINTS



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Attachment 3

Annex C

Division Sub-Committees SY 2024-2025

Kindergarten/Elementary School:

Chairman: Aliena S. Dajay, PhD. CESE
Co-Chairman: Lorenzo O. Capacio, EdD, Chief SGOD

No.	Name	School Heads	Secretariat	Venue
1.	Balintongog, Liza G.	Rojas, Sonny M. Tandog, Marylan G.	AO II of Bangcud CS	Bangcud CS
2.	Tan Nery, Noel	Gumayao, Mary Fe C. Maestrado, Victor F.	AO II of Sumpong CS	Sumpong CS
3.	Molina, Jovy G.	Crusio, Rulyn Z. Reyes, Renato R.	AO II of Aglayan CS	Aglayan CS
4.	Berial, Evernold C.	Padua, Narita T. Pabillaran, Demie J.	AO II of Casisang CIS	Casisang CIS
5.	Borgonos, Perlita B.	Ama, Leny G. Quilaton, Gina B.	AO II of MCCS	MCCS
6.	Pimentel, Manny B.	Ontoy, Teofilo, Jr. L. Barcena, Ricky S.	AO II of Linabo CS	Linabo CS

Junior High School:

Chairman: Aliena S. Dajay, PhD., CESE
Co-Chairman: Rosie A. Salupado

No.	Subject/ LA	EPS	School Heads	Secretariat	Venue
1.	English	Valde, Rachel R.	Cruz, Jose B. Lagunday, Merry D.	Merida, Woodrow B.	MCSNHS
2.	Science	Ocier, Analy L.	Okit, Janryl Louis L. Minoza, Rogelio M.	Lucine, Jimdandy S.	MCSNHS
3.	Math	Bentillo, Emilda S.	Cantalao, Arlene C. Onipa, Rosabella B.	Cahucom, Lucilyn M.	Casisang NHS



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4.	Filipino	Reyes, Ma. Concepcion S.	Hisona, Noemi V. Melendez, Marites C.	Dublas, Mary Gladys J.	Casisang CIS
5.	AP and ESP	Pizarro, Virgilin R.	Israel, Maitelle B. Ongkiatco, Romulo L.	Dacanay, Rex C.	MCNHS
6.	TLE	Gabales, Dindo M.	Gambi, Glenn M. Docdocil, Nyms M.	Alcuizar, Ria K.	Bukidnon NHS
7.	MAPEH	Bongocan, Sharon Mae L.	Rosalejos, Ranier M. Rabino, Maria Ella S.	Pagaran, Karl Lois C.	Magsaysay IS

Senior High School:

Chairman: Aliena S. Dajay, PhD, CESE

Co-Chairman: Ralph T. Quirog

No.	Track / Strand	EPS/PSDS	School Heads	Secretariat	Venue
	Academic Track				
1	STEM (Math & Science)	Ocier, Analy L.	Gupana, Eduard G. Okit, Janryl L.	Maputi, Marsfifth M.	BNHS
2	HUMMS	San Miguel, Vicente G.	Orong, Paul O. Sumanduran, Roy C.	Ebora, Edelina M.	Bangcu d NHS
3	ABM	Yap, Purisima J.	Ducusin, Argie B. Abecia, Roel F.	Padua, Paterno, Jr. T.	MCSHS
4	Sports Track & Arts and Design Track	Bongocan, Sharon Mae L.	Padua, Paul Patrick T. Rosalejos, Ranier M.	Tugonon, Emelyn R.	BNHS
5	TVL Track	Gabales, Dindo M.	Abejuela, Pastor, II, P. Gambi, Glenn M.	Arbutante, Rio G.	BNHS

Division Overall Monitoring Team

Monitoring Team	Designation	Scope and Venue
Chairman: Dajay, Aliena S.	Assistant Schools Division Superintendent	K-12 Applicants (all Schools venue)



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Members: Allaba, Aba Q.	Public Schools District Supervisor	JHS Applicants (MCSNHS, Casisang NHS, CCIS, MCNHS, BNHS, Magsaysay IS)
Mortera, Ferdinand V.	Public Schools District Supervisor	Elem. Applicants (Bangcud CS, Sumpung CS, Aglayan Cs, Casisang CIS, MCCS, Linabo CS)
Tan Nery, Noel A.	Public Schools District Supervisor	SHS Applicants (BNHS, Bangcud NHS, MCSNHS)

Division Office Personnel

Name	Remarks
Arias, Paul John P., ITO	Speaker
Villahermosa, Guia Ma. G., AO IV/HRMO	Secretariat
Quirong, Gwendolyn, ADAS III	Secretariat



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Annex C

CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS)			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if			
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 assessment, 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:			
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.

Subscribed and sworn to before me this _____ day of _____, year _____.

Name and Signature of Applicant

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic 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.