



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

February 22, 2024

DIVISION MEMORANDUM

No. 116, s. 2024

**ACCEPTANCE OF KINDERGARTEN TO SENIOR HIGH SCHOOL TEACHER I
APPLICANTS (SY 2023-2024)**

**To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Section and Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned**

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the acceptance of application for the position of Teacher I Kindergarten to Senior High School (entry-level). Kindly refer to herein enclosure A for the schedule of activities especially the submission and requirements for the application.
2. Applicants must submit the pertinent documents to the school/s of their choice, using the prescribed color-coded folders to wit:
 - a. Kinder to Grade 6 -white
 - b. Grade 7 to 10 -yellow
 - c. Grade 11 to 12 -green
3. For additional information on the hiring guidelines, kindly refer to DepEd Order 007, s. 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."
4. This ranking welcomes and gives equal employment opportunities to all. No applicant shall be discriminated against and/or denied access to opportunities for suitable employment.
5. For your information, guidance, and compliance.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


AQUILINO T. MILAR, JR. PhD
ADMINISTRATIVE OFFICER V

2/26/24



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph

ANNEX A

Date	Activities
<p>February 28- April 04, 2024</p>	<p>All interested applicants whether internal or external to DepEd, shall submit the following requirements needed for evaluation:</p> <ul style="list-style-type: none"> a.) Letter of Intent b.) PDS (CS Form No. 12, Revised 2017) with Work Experience Sheet c.1) Photocopy of Valid and Updated PRC License/ID c.2) Photocopy of Ratings Obtained in Licensure Examination for Teachers (LET); c.3) Certificate of Registration by PRC d.) Photocopy of scholastic/ academic record (e.g. Transcript of Records including graduate and post-graduate units/degrees, if available) e.) Certificate of employment, Contract, or Duly signed Service Record, whichever is/are applicable f.) Photocopy of Certificate of Training, if applicable g.) Photocopy of the Performance Rating/s covering one year performance in the last rating period/s prior to the assessment, if applicable h.) Certified photocopy of the Voter's ID, and/ or any proof of residence as deemed acceptable by the School Screening Committee; i.) Omnibus Sworn Statement and Certification /Waiver pursuant to Data Privacy Act format sample in Enclosure B) j.) Other Documents as may be required: <ul style="list-style-type: none"> • Photocopy of Latest Appointment, if applicable (for promotion) • Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (g) is not relevant to the position you are applying for • Means of verification (MOVs) for Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment <p>Additional requirements for Senior High School Teacher Applicants:</p> <ul style="list-style-type: none"> a.) Certified Photocopy of Diploma on Baccalaureate degree b.) For TVL applicants: 1. TESDA National Certificate (NC) of at least one level higher than course to be taught (e.g. NC-III in SMAW to teach SMAW NC II) or same level of there is no NC higher. Exceptions are given to applicants to courses with no NC (e.g. Handicraft courses) <ul style="list-style-type: none"> 2. Certified photocopy of Trainers Methodology (TMC) of available c.) For Arts & Design and Sports Tracks applicants:



H. Zamora St., Dampas, Tagbilaran City, Bohol
 (038)427-1702; (038)427-2506
 tagbilarancity.division@deped.gov.ph

	<p>Certified Photocopy of Certification of Proficiency/ Recognition from a recognized and respectable relevant association/organization/guild</p> <p>c.) For HEI/TVL faculty: Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVL</p>
April 04, 2024	Deadline for submission of documents to School Level-for verification and validation of documents
April 11, 2024	Submission of Documents to the Division Office-School Heads are to submit to the Division thru the Human Resource Merit Promotion and Selection Board (HRMPSB) with the corresponding summary attached
Take Note:	Individuals who failed to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. However, failure to submit the non-mandatory documentary requirements shall not warrant exclusion from the pool of official applicants.
	The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Enclosure B/ Annex C), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
	The teaching Demonstration will be announced later through Memo

CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____
 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 HR Office/Subcommittee)</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 designated by the Head of Office			
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 assessment, if applicable			
j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
k. 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			
l. Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
m. Other documents as may be required			

OMNIBUS SWORN STATEMENT

CERTIFICATION ON 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.

Attested:

_____ Human Resource (HR) Office / Subcommittee

Name and Signature of Applicant

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) (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.



H. Zamora St., Dampas, Tagbilaran City, Bohol
 (038)427-1702; (038)427-2506
 tagbilarancity.division@deped.gov.ph