



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

**Office of the Schools Division
Superintendent**

June 24, 2024

DIVISION MEMORANDUM
No. 413, s. 2024

**ASSESSMENT SCHEDULE FOR SPIMS PROGRAM BENEFICIARIES FOR THE
SCHOOL YEAR 2024-2025**

To: Human Resource Merit Promotion and Selection Board
Public School Heads
SPIMS Program Beneficiaries
All Others Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMP SB), announces the schedule of assessment for the SPIMS Program Beneficiaries for the School Year 2024-2025. Kindly refer to enclosure A for the schedule of activities, especially the submission and requirements for the application.
2. For additional information on the hiring guidelines, kindly refer to DM-OUHROD-2024-0521 titled “Guidance on the Hiring, Assessment, and Deployment of SPIMS Beneficiaries for School Year (SY) 2024-2025” and DepEd Order 007, s. 2023 titled “Guidelines on Recruitment, Selection, and Appointment in the Department of Education.”
3. For your information, guidance, and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent



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Date	Activities
April 8, 2024 - May 31, 2024	<p>All SPIMS Program beneficiaries for the School Year 2024-2025 shall submit to the Division Office the following requirements needed for evaluation:</p> <ol style="list-style-type: none"> a. Letter of Intent; b. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, Revised 2017 with Work Experience Sheet, if applicable; c.1. Photocopy of valid and updated PRC License / ID; c.2. Photocopy of Ratings obtained in Licensure Examination for Teachers (LET); d. Photocopy of scholastic/academic record (e.g. Transcript of Records including graduate and post-graduate units/degrees, if applicable); e. Certificate of employment, Contract, or Duly signed Service Record, whichever is 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. Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act format sample in Enclosure B) i. 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
June 27, 2024	Assessment/Evaluation of Documents
July 2, 2024	Teaching Demonstration. The time schedule of teaching Demonstration will be announced later through Memo
July 2, 2024	Conduct of Teacher Reflection
Take Note:	All endorsed SPIMS applicants who have undergone the assessment shall be included in the CAR-RQA regardless of their total score. As part of the commitment of DepEd to ensure employment and reintegration of OFW returnees, no cut-off score shall be applied for SPIMS beneficiaries.
	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.

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			
<p>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.</p>			
<p>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.</p>			
Attested:		Name and Signature of Applicant	

Human Resource (HR) Office / Subcommittee			
<p><small>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.</small></p>			

