



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

January 30, 2023

DIVISION MEMORANDUM

No. 023 , S. 2023

**ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION
OF SENIOR HIGH SCHOOL APPLICANTS/TEACHERS FOR S.Y. 2022-
2023 (Special Ranking)**

To: Assistant Schools Division Superintendents
Division Chief Supervisors
Public Schools District Supervisors
School Heads (Elementary and Secondary)
All Others Concerned

1. The field is hereby informed of the schedule of the 2nd batch of recruitment and selection of Senior High School (SHS) teachers for S.Y. 2022-2023, as attached. **This special ranking is only for Teacher I & II positions in senior high schools.**

2. Qualified applicants are advised to indicate in their application letter the SHS subject group they intend to teach and to submit pertinent documents to be arranged and fastened in a folder with proper tabbing and table of contents based on the list, to the District Office or the lead secondary school in the district or municipality/District Recruitment/Screening Committee or Secretariat.

3. The recruitment, selection, and subsequent hiring of qualified teacher-applicants shall be governed by the following issuances:

a. DepEd Order No. 3, s. 2016, *"Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017;*

b. DepEd Order No. 32, s. 2016, *"Addendum to DepEd Order No. 3, s. 2016 (Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017; and*

c. DepEd Order No. 51, s. 2017, *Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines".*



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4. As provided for in the above-mentioned DepEd Order, applicants who are already teaching with the DepEd in elementary or junior high schools, Part VII. Evaluation Criteria and Computation of Points of the Order shall apply. A separate Registry of Qualified Applicants for existing regular teachers shall be produced. **Part or other stipulations of DO No. 66, s. 2007 shall be used for insider applicants who want to be promoted to Teacher II in senior high school. Insider applicants need to know the documents to be submitted under the said Order (e.g., performance ratings for the last 3 school years).**

5. DepEd Order No. 19, s. 2022 shall also be given suppletory effect as regards the “teacher reflection part/written examination part” as a replacement for the **English Proficiency Test (EPT) for Teacher I applicants only.**

6. In order to speed up the recruitment process/es, application documents must be submitted directly to the District Screening Committee composed of the public schools district supervisor as the chairperson, lead secondary principal in the district/municipality as the co-chair with three (3) department heads or grade level leaders in the senior high school department as members. **The Lead secondary school refers to the school in the district or municipality with the highest number of enrollment or teachers.**

7. The District Recruitment/Screening Committees are directed to review and carefully undertake the functions of the committee as contained in the DepEd issuances listed in Item No. 3 of this memorandum, especially in verifying and certifying the pertinent documents of applicants as to completeness, veracity, accuracy, and authenticity of documents. **Initial assigning of points shall be done by the District Screening Committee including teaching demonstration, skills demo or verification, and interview of the applicants. Templates in the previous ranking for Teacher I/II shall be used in the assigning of the initial scores or points. Separate templates for DO No. 3, s. 2016 and DO No. 66, s. 2007.**

8. The District Recruitment/Screening Committee shall conduct the evaluation of documents, teaching/skills demonstration, and interview of the applicants on **February 1-2, 2023.** The District Screening Committee may create sub-committees composed of master teachers, grade level leaders, or subject area experts to observe teachers’ demonstration in the classroom or for skills verification of the applicants. All application folders must be submitted to the HR Unit with the tentative scores/rating of the applicant inserted in every folder on **February 3, 2023/Friday.** District Screening Committees are not required to produce a tentative or consolidated **Ranklist in the district, HRMPSB will do so to avoid repetition of actions and errors. Interviews must be done by the District Screening Committees.**

9. The Division Selection Committee/HRMPSB shall not accept late submission of required documents but may require applicants to provide documents for validation purposes. After consolidating the points earned by the applicants in the different criteria, **HRMPSB may call the applicants for them to take the written examination as a substitute for the English Proficiency Test as required under the new merit selection plan (DO No. 19, s. 2022).**



10. The members of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) shall ensure the orderly conduct of the entire ranking procedure. Results of this special ranking shall only be used in filling up vacant senior high school items (Teacher I & II) until June 2023. If the results of this ranking will be extended for the School Year 2023-2024, the HRMPSB may recompute or recalibrate the scores or ratings obtained by the applicants. The passing score or final rating for the applicant to be appointed to the senior high school position shall still be **70 points**. This may be reduced to **65 points** if there will be less number of applicants who will get 70 points, and there are still available items to be filled up.

11. Public Schools District Supervisors/lead principals shall accomplish the Affidavit of Undertaking upon submission of the Tentative Points/Evaluation results per applicant or all applicants in the district.

12. Applicants need to fill up the data privacy waiver/consent form which must be inserted in the folders as herein attached in relation to posting rules or protocols.

13. Questions about the special ranking for the senior high school shall be directed to the HRMPSB Unit. **Members of the District Selection Committee, applicants, and all others concerned are advised to download and print the above-stated DepEd Orders for the guidance of all concerned (www.deped.gov.ph).**

14. Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION /SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.

15. This Memorandum shall serve as **AUTHORITY TO TRAVEL** to all personnel who are involved in this activity/undertaking. Members of the Division Selection/Screening Committee from the islands and/or those who need to travel more than 50 kilometers are given **Day 0 or travel time** in order for them to be in the venue at the exact time (8:00 AM) on the first day of work.

16. For immediate, widest dissemination and guidance of all concerned.


MARILYN S. ANDALES, EdD CESO V
Schools Division Superintendent



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**SCHEDULE OF ACTIVITIES IN THE SPECIAL RANKING OF APPLICANTS
FOR SENIOR HIGH SCHOOL FOR SY 2022-2023**

Date	Venue	Time	No. of Days	ACTIVITIES
January 30-Feb. 1, 2023 (Mon-Wed)	District Office or in the Lead Secondary School	8:00 a.m. - 5:00 p.m.	3 working days	<p>Submission of the applicants' pertinent documents in a folder with tabs to DSC for verification against the original documents and certification as to completeness, veracity, accuracy, and authenticity of documents. The DSC shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted. Another copy will be retained to be attached to each folder of the applicant.</p> <ul style="list-style-type: none">• The district screening committee shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately inform the applicant to facilitate the complete and proper submission of documents.• Regardless of being incomplete or invalid, however, all applications must be forwarded to the Division Selection Committee. <p>Assessment/Evaluation of applicants' pertinent documents by the District Recruitment/Screening Committee, granting of points to the applicants, teaching/skills demo including the interview of the applicants.</p>

February 2-3 & 6, 2023 (Thurs-Fri, Mon)	Respective lead secondary schools or District Offices	8:00 a.m. - 5:00 p.m.	3 working days	-Orientation of teacher-applicants of the hiring guidelines by the respective District Screening Committees - Assigning/Verification of Preliminary Points (Application folders may still be accepted on these dates while the District Screening Committee is still in the process of reviewing the documents)
February 7, 2023 (Tuesday)	Submission of applicants' folders to the HR Unit by the 58 District Screening Committees	8:00 a.m. - 5:00 p.m.	1 working day	Submission of folders with the tentative screening results/points per applicant
February 8-9, 2023 (Wed-Thurs)	Deped Ecotech Center	8:00 a.m. - 5:00 p.m.	2 working days	Documents review, validation, and consolidation of points by the Division Screening Committee for SHS/HRMPSB/Secretariat
February 9, 2023 (Thurs)	Deped Ecotech Center	8:00 a.m. - 5:00 p.m.	1 working day (simultaneous activity)	Conduct of the Written Examination by the Division Screening Committee for SHS/HRMPSB/Secretariat (per DO No. 19, s. 2022/ Teacher I applicants only)
February 10, 2023 (Fri)	Deped Ecotech Center	8:00 a.m. - 5:00 p.m.	1 working day	-Final review of the scores obtained by the applicants
Feb. 13-28, 2023 (Mon-Tues)	DepEd Ecotech Center	8:00 a.m. - 5:00 p.m.	10/15 calendar days	Posting of the initial results adhering to the 10-calendar day posting requirement as per DO No. 19, s. 2022; 15 calendar days under the old MSP
March 1-2, 2023 (Wed-Thurs)	DepEd Ecotech Center	8:00 a.m. - 5:00 p.m.	2 working days	-Request for corrections shall only be entertained during the posting period directly to HR Unit/Secretariat. -Correction of entries, scores/ratings as requested by the applicants
March 3, 2023 (Fri)-onwards				Posting of the final results/Rank list, submission to the SDS for final approval, and implementation

LIST OF DOCUMENTARY REQUIREMENTS IN THE APPLICATION FOR SENIOR HIGH SCHOOL TEACHER I/II

	Applicants for Permanent Positions	Applicants for Part-Time Positions
Mandatory requirements	<ul style="list-style-type: none">• Letter of intent which shall indicate the following information:<ul style="list-style-type: none">a. Statement of purpose/ expression of interestb. Subject group he/she intends to teachc. Preferred school(s), if any• CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture Certified photocopy of certificates of relevant specialized training, if any• Certified copy of Voter's ID and/or any proof of residency• National Bureau of Investigation (NBI) clearance Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant	
Additional requirements	<ul style="list-style-type: none">• Certified photocopy of• Diploma in bachelor's degree• Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/ specialized subject• Certified photocopy of• Professional Regulation Commission (PRC) professional ID card/ certificate of registration/ license Certified photocopy of ratings obtained in the Licensure Examination for teachers• (LET) / Professional• Board Examination for• Teachers PBET	<ul style="list-style-type: none">• Written approval from his/her head of unit if he/ she is currently employed by the national government or the local government unit.
Additional requirements for TVL teacher applicants	<ul style="list-style-type: none">• Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least the same level as the course to be taught in the subject to be taught (e.g. NC-II in SMAW to teach SMAW —NC II. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)	
Additional requirements for HEI/TVI faculty	<ul style="list-style-type: none">• Certified photocopy of Certification of Status of Employment/ Displacement/ Service Record from HEI/TVI	

COMPOSITION OF THE DIVISION SELECTION AND SCHOOL SCREENING COMMITTEE

Senior High School				
	Group I. Humanities and Social Sciences (HUMSS)	Group II. Accountancy, Business and Management (ABM)	Group III. Science, Technology, Engineering, and Mathematics (STEM)	Group IV. Technical Vocational Livelihood (TVL)
Overall Coordinating Committee	Division Selection Committee CHAIRMAN – DR. VICTOR A. YBAÑEZ			
Members:	Mrs. Elma Larumbe, Principal 4, Argao NHS, Argao 1 Candida Purgatorio, P3, Alcantara NHS, Alcantara Arlene Buot, P3, Cantumog NHS, Carmen	Dr. Gladys Balagtas, President, PSDS Association Mr. Edsel Ursal, P2, Kal-anan NHS, Tabogon Mr. Rogelio Maunes, HT1, Guindarohan NHS, Minglanilla 1	Mr. Melville Dela Peña, P1, Bantayan NHS, Bantayan 1 Mr. Henry Espina, P1, Sta. Lucia NHS, Asturias 2 Paterno A. Verano, P3, Aloguinsan NHS, Aloguinsan	Fritzie Soronio, P2, Cordova NHS, Cordova Hipolito Pagarido Sr., P1, Arcelo MNHS, Liloan Susan C. Tribunalo, P1, Buanoy NHS, Balamban 2
Encoders/ Secretariat	Christine Miñao Glycerine Villahermosa Joel Sanchez Jr.			
NOTE:	ALL MANDATORY MEMBERS OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION & SELECTION BOARD (HRMPSB) MUST ALSO BE PRESENT DURING THE REVIEW OF THE DOCUMENTS (DO NO. 19, S. 2022)			
DISTRICT SCREENING COMMITTEE				
Chairman	Public Schools District Supervisor			
Co-chair Members	Lead Principal Master Teachers, Grade Level Leaders or Department Heads in Senior High Schools			
Encoder/ Secretariat	To be identified by the District Screening Committee			

LIST OF DOCUMENTARY REQUIREMENTS IN THE APPLICATION FOR SENIOR HIGH SCHOOL TEACHERS (T1 & II)

	Applicants for Permanent Positions	Applicants for Part-Time Positions
Mandatory requirements	<ul style="list-style-type: none">• Letter of intent which shall indicate the following information:<ul style="list-style-type: none">d. Statement of purpose/expression of intereste. The subject group he/she intends to teachf. The preferred school(s), if any• CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture• Certified photocopy of certificates of relevant specialized training if any• Certified copy of Voter's ID and/or any proof of residency• National Bureau of Investigation (NBI) clearance Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant	
Additional requirements	<ul style="list-style-type: none">• Certified photocopy of Diploma on bachelor's degree• Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject• Certified photocopy of Professional Regulation Commission (PRC) professional ID card/ certificate of registration/ license• Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET) / Professional Board Examination for Teachers (PBET)	<ul style="list-style-type: none">• Written approval from his/her head of unit if he/ she is currently employed by the national government or the local government unit.
Additional requirements for TVL teacher-applicants	<ul style="list-style-type: none">• Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least the same level as the course to be taught in the subject to be taught (e.g. NC-II in SMAW to teach SMAW —NC II. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)	
Additional requirements for TVL teacher applicants	<ul style="list-style-type: none">• Certified photocopy of Trainers Methodology Certificate (TMC), if available	
Additional requirement for HEI/TVI faculty	<ul style="list-style-type: none">• Certified photocopy of Certification of Status of Employment/ Displacement/ Service Record from HEI/TVI	

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

SWORN STATEMENT FOR TEACHER 1 APPLICANT

I _____, Filipino, of legal age,
single/married and with residence and postal address at
_____, Cebu, Philippines after having been sworn
to, depose and say:

- 1) That, I am an applicant for Teacher I position in the Schools Division of Cebu Province and was included in the Registry of Qualified Applicants (RQA) for SY 2021-2022 posted on _____ (indicate posting date of memorandum);
- 2) That, I however, was not favored to be appointed in the school/station, hence, wish to apply again in the Ranking of Teacher I applicants for SY 2022-2023;
- 3) That, in my interest to apply for a Teacher I position for SY 2022-2023, I intend to retain the points I earned in the previous RQA and I am aware that my rank in the RQA may be changed because there might be other applicants who will earn points higher than mine;
- 4) That, in lieu of my intention to retain points that I garnered in the previous RQA, I will not present additional documents and thus, stick to the documents previously submitted including rating for the English Proficiency Test (EPT);
- 5) I attest to the veracity of the foregoing statements and execute this Affidavit for whatever legal purpose this may serve.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my signature
this _____ at _____, Philippines.

Affiant
(Signature over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ at

_____, Philippines, affiant is personally known to this notary public.

Doc No. _____
Page No. _____
Book No. _____
Series of 2022

REPUBLIC OF THE PHILIPPINES)

) S.S.

AFFIDAVIT OF UNDERTAKING

I, _____, Filipino, of legal age, single/married and with residence and postal address at _____, Cebu, Philippines after having been sworn to, depose and say:

- 1) That, I am a _____ (indicate your position) of _____ (indicate your school and/or district), under DepEd-Division of Cebu Province with Employee ID No. _____.
- 2) That, I am part of the _____ (please indicate whether you are part of the School/District Screening or Sub-Office Sub-Selection Committee, please specify the school or district and mention also your position in the committee, whether you are the chair or a member);
- 3) That, I can categorically state that all applicants in the (school/district/division) have been considered for the ranking process based on existing DepEd rules and guidelines;
- 4) That, I shall undertake that I have reviewed and verified thoroughly and truthfully all entries in the rank list and to the best of my knowledge, I can vouch that all said entries are true, correct and in order based on the hiring guidelines and other analogous guidelines and procedures of this Division;
- 5) That, by reason of the review and verification that I conducted, I hereby affirm and confirm the truthfulness and veracity of all the entries in the rank list that our committee has assessed and evaluated.
- 6) That I take the responsibility of facing administrative process in the event that I miss advertently and inadvertently, the inclusion of qualified applicants to the registry of qualified applicants;
- 7) That this Affidavit is executed to attest to the truth of the foregoing facts and other purposes that this Affidavit may serve.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my signature this _____ at _____, Philippines.

Affiant

(Signature over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ at _____, Philippines, affiant is personally known to this notary public.

Enclosure # 7



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Human Resource Merit Promotion & Selection Board (HRMPSB)

DATA PRIVACY CONSENT FORM

We at the HRMPSB are committed to provide you with services that are compliant to the Data Privacy Act (RA 10173) including its IRR as well as the other guidelines and issuances by the National Data Privacy Commission (NPC).

Processing of Personal Data:

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, birthdate and the like, may be used for (1) ranking purposes only; (2) monitoring the update of your application; (3) sending notifications/updates; and (4) other similar activities, in connection to your application for employment or promotion. Said information will only be used for activities related to recruitment, selection and appointment and will not be shared by other agencies. For posting in the agency website, **only the names will be indicated** (birthdates, contact numbers will not be included), **if employee/applicant provides written objection to the posting of names on the website or agency's bulletin board, numeric or alphabetic coding may be resorted to.** Information may be used further by the agency for research and for statistical purposes only.

Data Protection:

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal information which we collected. Only authorized personnel (HR Unit) are permitted and have access to the collected information who will treat any confidential information under strict confidentiality. In case of a breach, HRMPB shall notify you and inform the National Privacy Commission (NPC) in accordance with the NPC Circular 16-03 or Personal Data Breach Management. Personal information collected are stored and later disposed of via shredding and permanently deleted in our electronic files in accordance with R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

Rights of the Data Subject:

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by HRMPB as well as to access, object, rectify, and block the same. For questions or concerns, you may contact the HR Unit for further details.

I have read this form, understood its contents, and consent to my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

(Signature over Printed Name)

Applicant

hrmpsbs/vay2023



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