



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

**Office of the Schools Division  
 Superintendent**

March 27, 2023

DIVISION MEMORANDUM  
 No. 043, s. 2023

**RANKING OF APPLICANTS FOR TEACHER-IN-CHARGE (TIC) OF SDO CEBU  
 PROVINCE FOR SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendents  
 Chiefs, SGOD, and CID  
 Public Schools District Supervisors/District In-Charge  
 Elementary and Secondary School Heads  
 All Others Concerned

1. This Office announces the ranking of applicants for Teacher-In-Charge (TIC) in the Elementary, Junior & Senior High School and Integrated Schools for Calendar Year 2023 utilizing guidelines as stipulated in **Deped Order 19, s.2022** – “The Department of Education Merit Selection Plan”.

2. Qualification Standards in the application for Teacher-In-Charge (TIC) are as follows:

EDUCATION	EXPERIENCE	ELIGIBILITY	TRAINING
<b>ELEM:</b> Bachelor’s degree in Elementary Education; or Bachelor’s degree with 18 professional education units;	TIC/Caretaker for one (1) year; or Teacher for three (3) years (at least Teacher III)	RA 1080 (Teacher)	24 hours of relevant training in school administration or management
<b>JHS/SHS:</b> Bachelor’s degree in Secondary Education; or Bachelor’s degree with 18 professional education units with appropriate field of specialization	TIC for one (1) year; or Teacher for three (3) years (at least Teacher III)	RA 1080 (Teacher)	24 hours of relevant training in school administration or management



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3. Teacher-In-Charge shall be designated by the Schools Division Superintendent to schools without principal items.

4. Master Teachers are DISCOURAGED to participate in said ranking pursuant to DECS Order 57, s.1997; MEC Order 10, s.1979, Paragraph 7 which states that, "The Schools Division Superintendent shall direct principals, division supervisors to see to it that maximum and optimum use is made of the Master Teachers". Further, Deped Order No. 39, s.1990 states that "Master Teachers should concentrate to the given full teaching loads except those with special projects or research, in which case a minimum of four (4) teaching loads are given.

**5. Applicants must have at least three (3) years teaching experience and holds a Teacher III position as requisite for application.**

6. Applicants who do not meet the qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.

7. Applicants for promotion must have at least one (1) complete RPMS cycle of the present position before he/she can apply for the next higher position.

8. Training certificates must be taken in the last five (5) years supported by an implementation plan and outputs/accomplishment reports signed by authorized signatories aligned to individual and professional development plans.

9. Applicants for the stated position shall accomplish the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form.

10. The pertinent documents are to be arranged and fastened in a white folder with proper tabbing and a table of contents based on the list, as an attachment.

11. Applicants should prepare one (1) folder containing pertinent documents which are certified true copies of the original documents to be submitted to the Human Resource Management Unit. Applicants are required to bring the original documents upon submission of the application.

12. Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents which are not herein listed to substantiate the claims of applicants.

13. Enclosed is the schedule of activities for the ranking of vacant positions.

14. Applicants and the HRMPSB Committee members shall strictly adhere at all times with all precautionary measures during the conduct of the activity.

15. All 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.

16. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.

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

  
**MARILYN S. ANDALES, EdD CESO V**  
Schools Division Superintendent

(Enclosure to Division Memorandum No. \_\_\_\_, s.2023)

**SCHEDULE OF ACTIVITIES IN THE RANKING OF APPLICANTS FOR TEACHER-IN-CHARGE  
FOR SCHOOL YEAR 2022-2023**

Date	Venue	Time	No. of Working Days	Activities
April 3-5, 2023	Anywhere with internet connectivity	24 hours	3 days	Online application by the applicants <a href="http://www.depedcebuprovince.ph">www.depedcebuprovince.ph</a> ( <a href="http://112.198.193.182/">http://112.198.193.182/</a> )
April 3-5, 2023	Division Office – HR Unit	8:00am-5:00pm	3 days	Submission and Initial Assessment of applicants' pertinent documents (hard copy)
April 11-13, 2023	Deped Ecotech Center	8:00am-5:00pm	3 days	- Orientation of the members of the Division HRMPSB Committee - Documents' Review by the HRMPSB Sub-Committee - Preparation of the Tentative Comparative Assessment Results
April 14 & 17, 2023	Deped Ecotech Center	8:00am-5:00pm	2 days	Review of the Comparative Assessment Results and Behavioral Event Interview <b>NOTE: Applicants are encouraged to be in the venue early (before 8AM) on April 14, 2023.</b>
April 18, 2023	Deped Ecotech Center	8:00am-5:00pm	1 day	Final Review, Signing and Submission of the Tentative Comparative Assessment Results to the Appointing Authority
April 19-29, 2023	Division Office/conspicuous places	8:00am-5:00pm	10 days	Posting of results. <b>Note: Request for corrections shall only be entertained during posting period</b>
May 2, 2023	Division Office	8:00am-5:00pm	2 days	Consolidation of points after corrections and Submission to the Appointing Authority
May 3, 2023 and onwards				Implementation Schedule

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**LIST OF DOCUMENTARY REQUIREMENTS IN THE APPLICATION FOR  
TEACHER-IN-CHARGE FOR SY 2022-2023**

1. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable"
3. Photocopy of valid and updated PRC License/ID, if applicable
4. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
5. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
6. Photocopy of Certificate/s of Training, if applicable
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
8. Photocopy of latest appointment, if applicable
9. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
10. 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 (Annex C)
11. Other documents as may be required for comparative assessment:
  - a. 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
  - b. 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
  - c. Photocopy of Latest Appointment, if applicable (for promotion)
  - d. Latest Certification of Unliquidated Cash Advances



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**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 an 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)

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Applicant

hrmpsb/vay2023



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