



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

**Office of the Schools Division
Superintendent**

December 22, 2023

DIVISION MEMORANDUM

No. 559, s. 2023

**CALL FOR APPLICATIONS FOR THE TEACHER I POSITION OF THE SCHOOL
YEAR 2024-2025**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors/District-in-Charge
Elementary/Secondary School Heads
All Others Concerned

1. The Office hereby informs the field of the submission of application documents for the Teacher 1 position in **Kindergarten/Special Education, Elementary, Junior High School, and Senior High School for the School Year 2024-2025.**
2. All interested Teacher I applicants whether internal or external to DepEd, shall submit the following documentary requirements to the district offices **on or before January 19, 2024 (Friday)**:
 - a) Letter of intent addressed to the Schools Division Superintendent (name of school applied for must be indicated in the letter)
 - b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet if applicable;
 - c) Certified true copy of valid and updated PRC ID/License, if applicable;
 - d) Certified true copy of eligibility/**board rating**, if applicable;
 - e) Certified true copy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate or post-graduate units/degrees, if available, **TOR must indicate the General Weighted Average (GWA) or a separate certification shall be submitted signed by the college or university registrar; GWA of the 18 or 21 units taken by second coursers must be included in the computation in his/her baccalaureate degree (not separated);**
 - f) Certified true copies of certificates of **relevant** training (relevant to the subject or specialization applied for, if applicable, taken/attended in the **last five (5) years reckoned from the date/deadline of submission, including NC 1-3 or TMC 1 or 2 for TVL applicants in junior/senior high schools;**
 - g) Certified true copies of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h) Certified true copy of the latest appointment, if applicable;
 - i) Certified true copy of the Performance Rating in the last rating period covering one year performance in the current or latest position prior to the deadline of submission, if applicable;



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
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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, notarized by an authorized official;

k) COMELEC ID or voter's registration certification issued by the municipal or Comelec/election officer for purposes of determining residency as per RA 8190 (Localization Law); and

l) Photocopy of NBI clearance and PSA/NSO/Birth and/or Marriage Certificate (for female applicants) must also be submitted.

3. Photocopy of Transcript of Records (TOR) must be certified by the college or university registrar; PRC ID, and Board Rating results shall be certified by the issuing agency; other documents may be certified by the school head, PSDS or a notary public.

4. Applicants shall submit two (2) folders containing all the documents mentioned above, one (1) copy for the district file and one (1) copy for Division HR file with proper tabbing.

5. Applicants will be assessed using **DO No. 19, s. 2022 (DepEd New Merit Selection Plan)** and **DO No. 007, s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education**. Please refer to the attachments or enclosures. All concerned are advised to download the above-cited memos at www.deped.gov.ph.

6. The point system for Comparative Assessment for Teacher I position is indicated below:

Criteria	Maximum Points Possible
a) Education	10
b) Training	10
c) Experience	10
d) PBET/LET/LEPT Rating	10
e) PPST COIs (Classroom Observation/Demonstration Teaching)	35
f) PPST NCOIs (Teacher Reflection)	25
TOTAL	100

7. Public schools district supervisors (PSDS) are hereby directed to create **three (3) to six (6) sub-committees of at least three (3) members** both in elementary, junior high school, and senior high school (depending on the number of applicants per district) that/who will be tasked to conduct the initial evaluation of the documents submitted by the applicants in the areas of **Education, Training, Experience and PBET/LET Rating**.

8. The district ranking committees shall produce or prepare the tentative rank list with points in the areas of **Education, Training, Experiences, and PBET/LET rating**. The tentative rank list shall be **signed or confirmed by each applicant to avoid further questions** and clarifications during the posting of the final rank list. **The tentative rank list in each district shall be submitted directly to the HRMPSB on January 26, 2024 (Friday) both hard and soft copies.**

9. The District Office or the sub-committees shall immediately disqualify applicants with incomplete documents submitted such as missing GWA certification, voter registration certification, PRC or board rating (certified true copy), and many others. **Applicants in the TVL area without TMC 1 (Trainer's Methodology Certificate) must be disqualified including those applicants in the senior high school category without a valid PRC license.**

10. The newly-created Teacher I items for the Fiscal Year 2024 shall be filled up before the June 2024 opening of classes. For the 2024 Teacher I ranking, grading of demonstration teaching and grading/evaluation of teacher reflection sheets shall be done by the Division Office personnel and the special task force that will be created by the Division/HRMPSB. **A separate memo shall be issued after determining the total number of Teacher I applicants in the entire Cebu Province.**

11. The **group of observers and raters** from the Division Office shall be deployed to the municipalities or sub-offices to observe demonstration teaching and administer the teacher reflection sheets to the applicants in **February 2024.**

12. Individuals who failed to submit complete mandatory documents as herein mentioned on the set deadline indicated in this memo shall not be included in the pool of official applicants. **No additional documents shall be accepted after the set deadline, as indicated in this memorandum.**

13. The indicative timeline of the Teacher I recruitment process/es is hereby indicated:

Activities	Persons Responsible	Timeline/ Dates	Remarks
-Submission of names who will compose the district sub-selection/hiring sub-committees to be given official designation order by the SDS	Public Schools District Supervisors	January 3, 2024 (Wed.)	List (soft copy) shall be submitted to victor.ybanez@deped.gov.ph
-Submission of application documents/folders in the schools or district offices	Applicants, PSDSs, staff in the District Offices, district guidance counselors	Dec. 23, 2023 to Jan. 19, 2024	Documents will be submitted in the District Office or schools depending on the agreement of the committee members in each district
-Evaluation of Documents in the areas of Education, Training, Experiences, LET Rating/s	PSDSs and the members of the sub-selection committees in each District	Jan. 22-25, 2024 (Mon-Thurs)	Activities shall be done simultaneously by the sub-committees (document evaluators)
-Submission of all application folders with tentative ratings per	PSDSs	Jan. 26, 2024 (Fri.)	-Soft copy of the ranklist shall be sent to victor.ybanez@dped.gov.ph

folder and overall comparative assessment results (CAR-RQA) per district			(58 districts for submission); folders and hard copies of the rank list shall be submitted to the HRMPSB Chairman
Conduct of demonstration teaching and administration/grading of teacher reflection sheets	-Division/CID Personnel; Special Task Force on Teacher I recruitment	February 2024	Task force members shall be deployed per municipality or by sub-office
Review/Validation of the Ranklist submitted by each District; Verification of the contents of the folders submitted by the applicants	HRMPSB members, CID personnel, task force members; division sub-selection committees	March 4-15, 2024	-Review of the scores/ratings given by the District sub-selection committees, task force members, CID personnel at Ecotech
-Posting of the Tentative Ranklist	HRMPSB/HR Secretariat	March 18, 2024	Tentative Ranklist will be uploaded to the official Division website adhering to the ten-day posting period as per DO No. 19, s. 2022
-Final Review and entry of corrections; submission to the SDS the final Ranklist for approval	HRMPSB/HR Secretariat	March 29, 2024 (Friday)	Final Teacher I Ranklists for Kindergarten/SPED, Elementary, Junior, and Senior High will be posted on the Division website
-Implementation of the Ranklists/Hiring/Giving of Assignment Advice/Appointments	HRMPSB/HR Unit/SDS Office	March 30, 2024 (Saturday) and onwards	Verification/Validation/Background Investigation of the Applicants/Hiring/Placement

14. Demonstration teaching or classroom observation shall be observed or conducted in the whole class period or a maximum of 45 minutes, however, if there are many applicants, each teacher-applicant shall be observed for at least 15 minutes in the classroom. In answering the Teacher Reflection Form (TRF), each applicant is given 45 minutes to one (1) hour.

15. The rating sheets and observation notes must be filled up individually (by each observer/rater) (such as Annexes K, L, M, M-1, N, and P), these completed forms/sheets must be inserted in each application folder.

16. Observers/raters should not be related to the teacher-applicant by affinity or consanguinity (up to the third degree of relationship, 4th degree is allowed).

17. Licensed teachers who did not practice their profession for the last five (5) years, prior to the assessment of their application documents must present a certification (with grades) from tertiary learning institutions that they **have taken already at least 12 units of professional education units/refresher courses or more.**

18. DOST scholars/recipients, SPIMS (Sa Pinas Ikaw ay Ma'am/Sir Employment Program) recipients, 4Ps (Pantawid) beneficiaries under DSWD, and recipients/scholars under the Philippine Business Education (PBEd) teaching program **need to undergo the ranking process/es under DO NO. 007, s. 2023.**

19. Priority in the hiring of those DOST scholars/recipients, SPIMS, 4Ps under DSWD, and other national program beneficiaries can only be done provided their names appeared in the CAR-RQA (Comparative Assessment Result-Registry of Qualified Applicants), provided further, that the teacher-applicant/recipient has obtained a final/total score or rating of at **least 50 points. Applicants who were hired as substitute teachers** need to insert/submit a photocopy of their appointment papers for purposes of determining **prioritization in the hiring and/or based on residency (RA 8190). Retention of scores or ratings from the previous rank list is not ALLOWED.**


20. Part-time employment or experience shall be computed one-half (0.5) versus full-time employment or based on the number of actual hours served during the week or month (40 hours per week for full-time employment). Part-time faculty from SUCs/tertiary schools who were/are teaching full-time or full-load shall be given full credits on the exact number of hours served every week or month. This employment status shall be supported with a certification from the HRMO or the college dean.

21. Members of the HRMPSB/HR Unit/Secretariat and all other sub-selection committee/task force members shall be given Compensatory Time-Off (CTO) or leave credits whatever is applicable for the work or services rendered on or during Saturdays or holidays.

22. Expenses that will be incurred in this activity/undertaking shall be charged to the Division's MOOE for division office-based personnel, however, the traveling, accommodation, per diem, and other incidental expenses incurred by the school heads, master teachers, and other members of the committees or sub-committees who need to travel from the districts or schools shall be charged to the school's MOOE or other local funds available subject to its availability and the usual accounting and auditing rules or regulations.

23. This Memorandum serves as "Authority to Travel" for those stationed in the schools or districts.

24. Please see the attachments/enclosures for further details. Wide dissemination of and **strict compliance with this Memorandum** is hereby **directed.**


SENEN PRISCILO P. PAULIN CESO V
Schools Division Superintendent

sds/asds/vay/2023



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Enclosure # 1

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 with 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 on the agency website, **only the names will be indicated** (birthdate/s, and 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 the personal information that we collect (ed). Only authorized personnel (HR Unit) are permitted and have access to the collected information and 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 NPC Circular 16-03 or Personal Data Breach Management. Personal information collected is 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:

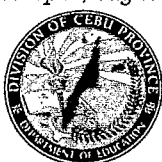
As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by HRMPB as well as to access, object, rectify, and block the same. For questions or concerns, you may contact the HR Unit for further details.

I have read this form, understood its contents, and consent (ed) to my personal data. I understand that my consent does not preclude the existence of other criteria for the 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

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