



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

MAR 21 2024

DIVISION MEMORANDUM
No. **035**, s. 2024

**RECRUITMENT AND EVALUATION OF TEACHER I APPLICANTS FOR
ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL
FOR SY 2024-2025**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
Public Elementary School Heads
Human Resource Merit Promotion and Selection Board
All Others Concerned

1. The Schools Division of Davao Oriental through the Human Resource Merit Promotion and Selection Board and Division Screening Committee announces the schedules for the different activities relative to the Recruitment and Evaluation of Teacher I Applicants for Elementary, Junior High School, and Senior High School for SY 2024-2025 in reference to DepEd Order No. 7, s. 2023.
2. Applicants who applied in School Year 2023-2024 are still required to upload their pertinent documents to the EHRIS. Only ratings for Demonstration Teaching and Teacher Reflection are allowed to be retained if they submit their request to retain their ratings. Those who have applied to two or three different levels should undertake the Demonstration Teaching for the different levels.
3. All applicants shall register at the Division online system which is mis.depeddavor.com where they must upload their documents.
4. All interested qualified applicants, regardless of gender, civil status, disability, religion, ethnicity, or political affiliation are advised to submit the following documentary requirements to the Principal or School where the applicant prefers to apply and arranged as follows:
 - I. Letter of Intent addressed to the Schools Division Superintendent;
Attention: School Head of the preferred school;
 - II. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant;
 - III. Checklist of Requirements (Annex C);
 - IV. Duly Accomplished and notarized Personal Data Sheet (CSC Form No. 212, revised 2017);



Address: Government Center, Dahican, Mati City
Contact No.: (087) 388-3372
Email Address: davao.oriental@deped.gov.ph
Official Website: <https://depeddavor.com/>

"Where the Sunrise Beckons the Sweetest Smile"





Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO ORIENTAL

- V. Photocopy of Transcript of Records (TOR) and SO (*for graduate of private schools*) (*e.g TOR including graduate and post-graduate degree/units earned, if available*);
- VI. Photocopy of PRC Report of Rating;
- VII. Photocopy of PRC License;
- VIII. Photocopy of Service Record or Certificate of Employment, *if applicable*;
- IX. Photocopy of the latest Performance Rating covering one (1) year performance, *if applicable*;
- X. Photocopy of Certificates of Training, *if applicable*;
- XI. Photocopy of Voter's ID and/or proof of residency or certification from COMELEC that applicant is bona fide resident of the barangay or municipality, city or province.

Any false and fraudulent document submitted shall be grounds for disqualification of application.

5. Teacher-Applicants for Senior High School must include the following documents, together with the mandatory requirements specified in Item No. 3;

- a. Letter of intent which shall highlight the following information: expression of interest/statement of purpose; subject group which he/she intends to teach; preferred school.
- b. Photocopy of Certificate of relevant specialized training;
- c. Photocopy of Transcript of Records (TOR) and SO (*for graduate of private schools*) (*e.g TOR including graduate and post-graduate degree/units earned, if available*);
- d. For TVL, a TESDA National Certificate (NC) that is at least one level higher than the course to be taught or same level is there is no higher-level NC;
- e. Certified Copy of Trainers Methodology Certificate (TMC), *if available*.

6. Applicants who fail 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.**

7. Applicants will be rated as follows:

CRITERIA	POINTS
Education	10
Training	10
Experience	10
PBET/LET Rating	10
PPST COIs (Classroom Observation/Demonstration Teaching)	35



Address: Government Center, Dahican, Mati City
 Contact No.: (087) 388-3372
 Email Address: davao.oriental@deped.gov.ph
 Official Website: <https://depeddavor.com/>



"Where the Sunrise Beckons the Sweetest Smile"



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

PPST NCOIs (Teacher Reflection)	25
Total	100

The cutoff score for inclusion in the Registry of Qualified Applicants (RQA) is 50 points. However, mere inclusion in the RQA does not guarantee automatic appointment to the position applying for.

8. Please observe the following timelines:

Activity	Schedule	Venue	Persons Involved	Additional Instructions
Uploading of Pertinent Documents by the Applicants to EHRIS	March 21-April 6, 2024	EHRIS	Applicants	
Face-to-face Reorientation of School Screening Committee	April 5, 2024 8:00am	District	At least 2 members of SSC preferably School Head & Administrative Officer II	* bring 1 laptop per school and internet modem for internet access
Face-to-face School Screening Committee Validation of submitted documents against original documents	April 5, 2024 1:00pm to April 7, 2024	To be announced later	At least 2 members of SSC preferably School Head & Administrative Officer II	* bring 1 laptop per school and internet modem for internet access * applicants must bring the original documents to be presented to the SSC
Division Screening Committee Counterchecking			Division and District Personnel	* bring 1 laptop per school and internet modem for internet access
Initial Evaluation to Determine Qualified and Disqualified Applicants and endorse the qualified applicants' documents to assigned Document Raters	April 8-10, 2024	Division Madayaw Hall	All Assigned Document Raters	



Address: Government Center, Dahican, Mati City
Contact No.: (087) 388-3372
Email Address: davao.oriental@deped.gov.ph
Official Website: <https://depeddavor.com/>



"Where the Sunrise Beckons the Sweetest Smile"



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

Comparative Assessment through Evaluation of Education, Experience, LET/PBET Rating, Specialized Training	April 12-18, 2024	Division Madayaw Hall	All Assigned Document Raters	* bring laptop
Schedule of Demonstration Teaching	April 15-19, 2024	District	All Assigned Demonstration Observers	Three (3) Teams each Sub-Committee: 1. Elem – 9 MTs 2. JHS – 6 MTs 3. SHS – 6 MTs
Schedule of Teacher Reflection			All assigned Teacher Reflection Raters	
Posting of ratings in the EHRIS	April 22-24, 2024	*PPST COIs-District Office *PPST NCOIs-Madayaw Hall	* All Assigned Demonstration Observers * All assigned Teacher Reflection Raters	
Confirmation of results of the evaluation of documents thru EHRIS	April 25-May 1, 2024	EHRIS	Applicants	
Consolidation and Finalization of Comparative Assessment Results (CAR-RQA)	May 2-8 2024	Division Madayaw Hall	Division Screening Committee	
Posting of CAR-RQA	May 9, 2024	Division Bulletin Board & DepEd FB Page	Division HRMPSB	
Providing LGU Officials the copies of the CAR-RQA	May 10, 2024		Division HRMO	



Address: Government Center, Dahican, Mati City
Contact No.: (087) 388-3372
Email Address: davao.oriental@deped.gov.ph
Official Website: <https://depeddavor.com/>






"Where the Sunrise Beckons the Sweetest Smile"



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

9. Expenses incurred during the conduct of said activity to defray meals and transportation of Division HRMP SB/Sub-Committee shall be charged against division/school MOOE or any available local funds subject to the usual budgeting, accounting, and auditing rules and regulations.
10. Immediate and widest dissemination of this memorandum is highly enjoined.


DR. JOSEPHINE L. FADUL
Schools Division Superintendent/
 

DEPARTMENT OF EDUCATION
 MAR 21 2024

OSDS/dr



Address: Government Center, Dahican, Mati City
Contact No.: (087) 388-3372
Email Address: davao.oriental@deped.gov.ph
Official Website: <https://depeddavor.com/>

"Where the Sunrise Beckons the Sweetest Smile"





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

REQUEST TO RETAIN RATING

(Note: Only examination/ reflections/ interviews taken within the last 12 months can be retained)

Name	
Contact Number	
Position Applied	

**For Teacher Applicants	
School Applied	
District Applied	

This is to request retention of my rating in:

For Teacher I			
CRITERIA	PUT CHECK MARK IF YOU WANT TO RETAIN	MONTH TAKEN	YEAR TAKEN
Teacher Reflection Form			
Demonstration Teaching			

For other positions			
CRITERIA	PUT CHECK MARK IF YOU WANT TO RETAIN	MONTH TAKEN	YEAR TAKEN
Written Examination			
Interview			

(This portion will be filled by the Schools Division Office Secretary)

CRITERIA	Rating	Remarks
Teacher Reflection Form		
Demonstration Teaching		
Written Examination		
Interview		

Requested by:

 (Signature over Printed Name of the Applicant)

Recommending Approval:

Approved

CHONA L. ROJAS
 Administrative Officer IV- HRM

PHOEBE GAY L. REFAMONTE
 Assistant Schools Division Superintendent

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ **Application Code:** _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 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 HRMO/HR Office/sub-committee)</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.	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.	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)			
k.	Other documents as may be required for comparative assessment:			
	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			
	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			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF 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.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic 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.