



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

January 9, 2024

DIVISION MEMORANDUM
 No. 008, s.2024

**DIVISION RECRUITMENT AND SELECTION FOR TEACHER 1
 APPLICANTS IN THE ELEMENTARY, JUNIOR HIGH SCHOOL AND
 SENIOR HIGH LEVELS FOR SCHOOL-YEAR 2023-2024**

To: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Education Program Supervisors/ Division Coordinators
 Public Schools District Supervisors/ OIC-PSDS's
 Elementary and Secondary School Heads

1. Pursuant to DepEd Order no. 7, s. 2023, re: Guidelines on Recruitment, Selection and Appointment in the Department of Education, this Office announces the schedule of activities for the recruitment and selection of Elementary, Junior High School and Senior High School teachers for School Year 2023-2024, to wit:

Date	Activities	Venue	Person/Committee In-Charge
January 9-19, 2024	Submission of documents of applicants to the Elementary and Secondary School nearest in his/her residence	Elementary or Secondary School	Teacher Applicants and School Screening Committee
January 19, 2024	Submission of the documents of applicants to the District Office for Elementary	District Office	School Heads PSDSs/OIC-PSDSs
January 19, 2024	Orientation of Division Selection Committee and Sub-Committees	9:00 AM at the SDO Bulwagan ng Karunungan	SDS, Division Selection and Sub-Committee members
January 22, 2024	Submission of documents of applicants to the SDO/Office of the ASDS	Division Office	PSDSs/OIC-PSDSs Secondary School Heads



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January 22-26, 2024	Sorting of the submitted documents per subject for Junior High School	Division Office	Members of the Secretariat
January 22-26, 2024	Preparation of Learning Competencies per subject and necessary documents for the demonstration teaching	Division Office	Division Sub-Committee members
January 29- February 20, 2024	Evaluation of documents of applicants	SDS/QMS Conference Room/ BAC Office	Division Selection Committee/ Sub-Committee members
January 29- February 20, 2024	Conduct of Demonstration Teaching and Interview to applicants	Please see the Attached schedule for the different venues	Division Sub-Committee Members
February 22-23, 2024	Review/ deliberation/ finalization of the ratings obtained by the applicants in all the criteria	SDO Bulwagan ng Karunungan	Division Selection Committee Members and Secretariat
February 26, 2024	Preparation and submission of the RQA to the SDS for approval	SDS Office	Division Selection Committee Members
February 27, 2024	Posting of the RQA	SDO/ Website	Division Selection Committee Members

2. This aims to recruit and hire the right people at the right job at the right time and to attract more highly competent teachers in the elementary and secondary levels.
3. All interested applicants shall submit to the head of the public elementary or secondary school nearest to his/her residence the following documentary requirements:
 - a. Application letter addressed to the Schools Division Superintendent/ Head Office;
 - b. 2 Copies of Duly accomplished Personal Data Sheet (PDS) (CSC Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
 - c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)
 - d. 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 applicable



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- e. Photocopy of Certificate/ s of Training/ Specialized training, if applicable
 - f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable
 - g. Photocopy of latest appointment, if applicable
 - h. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
 - i. Certified copy of the Voter's ID and/ or any proof of residency as deemed acceptable by School Screening Committee;
 - j. Checklist of Requirement and Omnibus Sworn Statement on the Certification on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form
 - k. Other documents as may be required for comparative assessment, such as but not limited to:
 - i. 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.
 - ii. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the positioned to be filled.
4. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity (Item j. above). Any violation will automatically disqualify the applicant from the selection process.
5. As the teacher-applicant submits his/her documents, the School Screening Committee shall verify the authenticity, veracity and completeness of the documents and accomplish the Verification column of the Checklist of Requirements to be signed by the School Head as the Chairman of the School Screening Committee (Enclosure No. 1).
6. All teacher applicants including those who were listed in the previous Registry of Qualified Applicants but were not yet appointed shall submit the required documents and undergo the recruitment and selection process per DepEd Order No. 7, s. 2023.
7. Junior High School and Senior High School applicants should specify their area of specialization or subject group classification respectively.
8. Elementary applicants will be using GREEN folder, while Junior High School applicants will use ORANGE folder and RED folder for Senior High School.



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9. Elementary School Heads are requested to submit the documents to the Office of the PSDSs/ OIC-PSDSs with the transmittal containing the name of applicants per school. Likewise, Secondary School Heads and PSDSs/ OIC-PSDSs are required to submit applicants' documents to the Division office with a separate transmittal for Junior High School and Senior High School specifying the areas of specialization and different subject groups.
10. Enclosed are the Checklist of Requirements with the Omnibus Certification and Waiver to be accomplished by the applicants, criteria and point system, the Composition of the Division Selection Committee and Sub-Committees; and the Schedule of Demonstration Teaching, Interview, and Validation of Specialized Training/ Skills if needed.
11. Travel, food and other incidental expenses relevant to the conduct of these activities shall be charged against the Division MOOE/ School MOOE funds subject to the usual accounting and auditing rules and regulations.
12. Immediate dissemination of and compliance with this Memorandum are earnestly desired.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

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 highest human resource officer			
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 deadline of submission, 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where 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.



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Enclosure No. 02 to Division Memorandum No. 008, s. 2024

Comparative Assessment for Teacher I shall be based on the following criteria:

- a. **Education** units and/or degree relevant to the position to be filled (i.e. Kindergarten, Elementary, JHS, and SHS), that exceed the minimum requirements as defined in the CSC-approved QS;
- b. **Training** hours in Curriculum and Instruction and/or other specialized training for skills development in fields related to the work, duties, and responsibilities for Teacher I, that exceed the minimum requirements as defined in the CSC-approved QS, acquired in the last five (5) years. For SHS, training may be those relevant to the learning area, specialization, or strand;
- c. **Experience** in Teaching exceeding the minimum requirements as defined in the CSC-approved QS. For SHS, relevant industry and/or work experience may be considered;
- d. **Professional Board Examination for Teachers (PBET), Licensure Examination for Teachers (LET), or Licensure Examination for Professional Teachers (LEPT) Rating;**
- e. **PPST Classroom Observable Indicators (COI)** measured through Classroom Observation/Demonstration Teaching; and
- f. **PPST Non-Classroom Observable Indicators (NCOI)** measured through the Teacher Reflection Form (TRF).

Weight Allocation or point system for each criterion is detailed in Table 1.

Table 1. Point System for Comparative Assessment: Teacher I Positions

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

**based on Enclosure No. 2 to DepEd Order No. 007, s. 2023*



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Enclosure No. 03 to Division Memorandum No. 008, s. 2024

DIVISION HRMPSB Members

CHAIRPERSON	BERNIE C. DESPABILADERO, Ed.D. <i>Assistant Schools Division Superintendent</i>
MEMBERS	FLORENCIO P. BERMUNDO - <i>Chief Education Supervisor, SGOD</i> JOMAR E. ENGUERRA - <i>Administrative Officer V (Admin Services)</i> GIDEON KARL L. GREFALDA - <i>Administrative Officer IV (Personnel Section)</i> EDMON S. MORATA - <i>Teachers' Association Representative Elementary</i> OLIVER B. LUCINARIO - <i>Teachers' Association Representative Secondary</i>

DIVISION SELECTION SUB-COMMITTEES FOR EVALUATION OF DOCUMENTS, DEMONSTRATION TEACHING, REFLECTION AND SECRETARIAT

	Elementary	Secondary
EVALUATION OF DOCUMENTS	Chairperson: Mr. JOMAR E. ENGUERRA <i>Administrative Officer V (Admin Services)</i>	Chairperson: Mr. GIDEON KARL L. GREFALDA <i>Administrative Officer IV (Personnel Section)</i>
	Members: 1. Johny J. So 2. Princess Anne Grajo 3. Manuel Estera 4. Ryan Homan 5. Michelle D. Rubio 6. Leslie J. Guantero 7. Agnes Llandelar 8. Genelita Nantiza 9. Cecilia B. Sabado 10. Alfie E. Espallardo	Members: 1. Gilbert Ian Z. Apostol 2. Nicanor P. Bailon 3. Randy H. Huerto 4. Ines Galon 5. Edmon Morata 6. Leny E. Codon 7. Brain H. Bulanon 8. Rolly Anthony L. Capobres 9. Sancho L. Añonuevo 10. Aldrin D. Estipona
DEMONSTRATION TEACHING/ REFLECTION		
	Elementary	Elementary School Administrators
EPS/ Division Coordinators	PSDSs / OIC-PSDSs	
1. Alvin T. Rosare 2. Jerry G. Firmanes 3. Michelle H. Guadamor 4. Maricel M. Dineros 5. Owen N. Castillo 6. Remus H. Zuñiga 7. Rodel E. Pancho	1. Arnold M. Peralta 2. Marissa G. Bendicio 3. Emma L. Navas 4. Eddie P. Sabalboro 5. Vicente N. Nocos, Jr. 6. Gloria E. Reymundo 7. Juliet B. Tamboong	1. Marites G. Tan 2. Carmen N. Notario 3. Arvin L. Macabuhay 4. Lydia J. Socito 5. Vilma D. Chavarria 6. Roque M. Gepiga 7. Emmanuel H. Gutay



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8. Sharon A. Vito 9. Rex T. Barbin	8. Jose Francisco G. Arribas 9. Ferdinand E. Hamor 10. Rina D. Despuig 11. Lucy M. Hamor 12. Liny B. Grefal 13. Rodolfo M. Evasco, Jr. 14. Grace Imelda G. Huab 15. Eduardo A. Pollarca 16. Corazon A. Montilla 17. Vicente M. Alim 18. Isaias P. Bermas 19. Noel T. Agnote 20. Rosalina P. Burabod 21. Joel Agripa 22. Adrian Eneria 23. Lilia Zita A. Pura	8. Elmo B. Linzo 9. Ruel H. Escote 10. Hazel O. Garrido 11. Alma B. Fernando 12. Geaneth B. Dones 13. Daria P. Fungo 14. Jane F. Gerao 15. Elvis S. Palles 16. Joselito E. Estiller 17. Jocelyn F. Garalde
Secondary (JHS & SHS)		
EPS/ Division Coordinators		
1. Alvin T. Rosare 2. Jerry G. Firmanes 3. Michelle H. Guadamor 4. Maricel M. Dineros 5. Owen N. Castillo 6. Remus H. Zuñiga 7. Rodel E. Pancho 8. Sharon A. Vito 9. Rex T. Barbin		
ENGLISH	SCIENCE	MATH
1. Ma. Fe M. Salomon 2. Rommel Diesta 3. Lucia B. Villa 4. Ronald M. Mandane 5. Ma. Anna H. Dejudos 6. Ma. Teresita A. Realo 7. Dennis E. de Guzman 8. Pedro U. Himor 9. Ramilo D. Furaque 10. Marilou G. Fulo 11. Evangeline B. Meteoro 12. Ma. Cecilia B. Bacani 13. Emerson Eresmas 14. Joey A. Habla 15. Marissa H. Llanto	1. Cynthia S. Ramirez 2. Eleanor M. Obligar 3. Sean M. Argote 4. Micheal B. Oseo 5. Arlene E. Legaspi 6. Dennis B. Mataverde 7. Hilger O. Tarraya 8. Juvy F. Garduque 9. Jolland A. Dellomas 10. Imelda E. Dino 11. Kristopher R. Pura 12. Mary Jeane B. Castillo 13. Jeff Howell I. Mape 14. Acheron M. De Jesus 15. Glendo Claudio	1. Arlene B. Ontoria 2. Joeffre A. Mirandilla 3. Josephine L. Villaruel 4. Wenifredo E. Villa 5. Jocelyn Grace H. Dob 6. Alvin G. Gilana, Jr. 7. Erlinda D. Magdaraog 8. Fermin G. Espallardo, Jr. 9. Danilo A. Perez 10. Rolan G. Nedia 11. Domingo B. Enteria 12. Edna G. Fajardo



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	16. Dolores Endraca 17. Rowena C. De Leon	
TLE	MAPEH	ARALING PANLIPUNAN
1. Ruby N. Cedeño 2. Ramon P. Estur 3. Cyril E. Del Valle 4. Benjie M. Gealone 5. Benita A. Cielo 6. Alex A. Rodriguez	1. Ryan G. Gime 2. Anabel M. Nace 3. Narciso F. Franche 4. Roger P. Ariate 5. Azalea L. Narvadez	1. Ross G. Gime 2. Joel A. Agripa 3. Josephine C. Ebuenga 4. Nicky H. Villa 5. Arlene E. Huerto 6. Salve B. Olazo
ESP		FILIPINO
1. Roger P. Hallig 2. Eva B. Reduta 3. Noemi B. Lumbao		1. Amadeo O. Laguda 2. Ave E. Mendizabal 3. Zander J. Macandog 4. Marites Gubat 5. Imelda G. Narvadez 6. Daryl R. Orenciada 7. Ma. Lucia E. Bailon 8. Ma. Luisa C. Arevalo
DIVISION HRMPSB SECRETARIAT		
Brian Deligero		Arvin Esmenia
Jeremy Gacosta		Alyssa Nicola Bejerano
Lance Edward Renovalles		Laarne Espaldon
Allana Erica Cortes		



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Enclosure No. 04 to Division Memorandum No. 000, s. 2024

**SCHEDULE OF DEMONSTRATION TEACHING, INTERVIEW AND
VALIDATION OF SPECIALIZED TRAINING/ SKILLS**

DATE	MUNICIPALITY	VENUE
January 29-30, 2024	Bulan	Bulan NHS
January 31, 2024	Irosin	Gallanosa NHS
February 1-2, 2024	Gubat	Gubat NHS
February 5-6, 2024	Donsol	Donsol East CS
February 7, 2024	Pilar	Pilar II CS
February 8, 2024	Casiguran	Casiguran CS
February 9, 2024	Bulusan	San Roque ES
February 12, 2024	Barcelona	Barcelona NCHS
February 13, 2024	Castilla	Cumadcad CS
February 15, 2024	Magallanes	Eduardo Lee Chan Memorial ES
February 16, 2024	Juban	Juban NHS
February 19, 2024	Pto. Diaz	Pto. Diaz CES
February 20, 2024	Matnog & Sta. Magdalena	Matnog NHS

Note:

The School Head of the identified venues shall be responsible for the room assignment of these activities.



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