



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
**No. 019, s. 2024**

January 16, 2024

**3RD CALL FOR APPLICATION FOR TEACHER I POSITIONS  
(SUBSTITUTE) FOR SY 2023-2024**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Principals  
All Others Concerned

1. This Office has filled the various vacancies for Teacher I positions (from transfers, retirements, resignation, and newly-created items) for School Year 2023-2024. In addition, teacher applicants in the Comparative Assessment Report-Registry of Qualified Applicants (CAR-RQA) have been hired as Teachers under the Special Education Fund. The other teacher applicants are also serving as Substitute Teachers in different schools. Thus, the CAR-RQA is in now depleted.
2. This Office hereby announces the **Third Call for the Recruitment and Selection of Teacher I Applicants for Junior and Senior High School** in the Schools Division Office of Bataan shall commence on **January 16, 2024**. It is clarified that teacher-applicants who shall qualify for the CAR-RQA shall only be considered **primarily for substitute positions**. Teacher-applicants who belong to the July and October RQA shall be prioritized for vacant permanent positions.
3. The teaching positions are open to all applicants regardless of gender, civil status, disability, ethnicity, religion, and political affiliation. Interested applicants shall register and instructed to provide all the required information using the following links:

LEVEL	LINK
JUNIOR HIGH SCHOOL	<a href="https://bit.ly/3rdCall_HiringOfTeachers_JHS">bit.ly/3rdCall_HiringOfTeachers_JHS</a>
SENIOR HIGH SCHOOL	<a href="https://bit.ly/3rdCall_HiringOfTeachers_SHS">bit.ly/3rdCall_HiringOfTeachers_SHS</a>

4. The recruitment, selection and appointment of qualified teachers shall be conducted in accordance with the provisions of DepEd Order No. 007, s. 2023 titled Guidelines on Recruitment, Selection, and Appointment in the Department of Education. The operational guidelines in the recruitment and evaluation of teacher-applicants are enclosed in this Memorandum.



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5. The qualification standards for Teacher I positions are as follows:

	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
<b>JHS</b>	<i>Bachelor of Secondary Education or Bachelor's degree plus 18 units in Education with appropriate major</i>	<i>None Required</i>	<i>None Required</i>	<i>RA 1080 (Teacher) PBET/LET</i>
<b>SHS Acad/ Sports</b>	<i>Bachelor's Degree with a major in the relevant strand/ subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject</i>	<i>None Required</i>	<i>None Required</i>	<i>RA 1080 (Teacher) PBET/LET</i>
<b>SHS TVL</b>	<i>Bachelor's degree or completion of technical-vocational course(s) in the area of specialization</i>	<i>None Required</i>	<i>At least NC II *Appropriate to the specialization</i>	<i>RA 1080 (Teacher) PBET/LET</i>

6. Applicants shall submit one (1) complete set of personal folder/portfolio directly to the principal of the secondary school nearest to their residence with a written application letter supported by documents enumerated in the attached Omnibus Certification of Authenticity and Verification of Documents Submitted (Enclosure No. 3) which shall likewise be duly accomplished by the applicant.
7. The School Sub-committee, which shall be composed of the School Head, Administrative Officer II, and key teachers, shall receive and screen applications until January 24, 2024. Submitted applications shall then be forwarded to the District Sub-committee to be composed by the Public Schools District Supervisor, two (2) key principals, and Administrative Officer II, until January 26, 2024. The applications shall then be forwarded to the Schools Division Subcommittee to be headed by the Division HRMO, until January 29, 2024.
8. To better facilitate the application process, a color-coding scheme shall be followed. All applicants must have their documents in a colored folder assigned to the position they are applying for. The color scheme is as follows:

<b>Position</b>	<b>Color of Folder</b>
Junior HS by Major	Paper Folder
English	Red
Science	Orange
Filipino	Violet
Values/EsP	Brown
MAPEH	Pink
TLE	Blue
Social Studies	White



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Mathematics	Green
Senior High School	Plastic Folder
HUMSS	White
STEM	Green
TVL	Yellow
Sports	Pink

9. An **orientation for the teacher applicants** which will be conducted through Zoom application is scheduled on **January 19, 2024**. The links shall be announced through the FB page of DepEd Bataan as well as in [www.depedbataan.com](http://www.depedbataan.com).
10. Immediate and wide dissemination of and compliance to this Memorandum is desired.

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Encl. As stated

References:

DepEd Order No. 007, s. 2023  
DM-OUHROD-2023-0922  
Division Memorandum No. 118, s. 2023

To be included in the Perpetual Index under:

RANKING  
TEACHER