



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


MAR 21 2024

DIVISION MEMORANDUM
NO. 131 S.2024

REITERATION OF DIVISION MEMORANDUM NO. 077, S. 2024 ON CALL FOR APPLICATION FOR TEACHER I POSITIONS FOR SY 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior, and Senior High School Heads
All Others Concerned

1. Attached is the Division Memorandum No. 077, S. 2024.
2. The new date for the Reorientation of the DIVISION SUBCOMMITTEE and DISTRICT SUBCOMMITTEE will be March 22, 2024, at 1:30 pm at Bataan, Bayani, at Banal Conference Hall (Schools Division Office of Bataan).


ARMANDO C. CAPILI, EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent



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DIVISION MEMORANDUM
 No. 077, s. 2024

FEB 28 2024

CALL FOR APPLICATION FOR TEACHER I POSITIONS FOR SY 2024-2025

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

1. This is to announce that the **Recruitment and Selection of Teacher I Applicants for Kindergarten, Elementary, Junior and Senior High School** in the Schools Division Office of Bataan shall commence on **March 18, 2024**.
2. The teaching positions are open to all applicants regardless of age, gender, civil status, disability, ethnicity, religion, and political affiliation.
3. 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.
4. The qualification standards for Teacher I positions are as follows:

	Education	Training	Experience	Eligibility
Kinder	Bachelor in Early Childhood Education or equivalent	None Required	None Required	RA 1080 (Teacher) PBET/LET
Elementary	Bachelor of Elementary Education or Bachelor's degree plus 18 units in Education	None Required	None Required	RA 1080 (Teacher) PBET/LET
JHS	Bachelor of Secondary Education or Bachelor's degree plus 18 units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher) PBET/LET
SHS Acad/ Sports	Bachelor's Degree with major in the relevant strand/subject;	None Required	None Required	RA 1080 (Teacher) PBET/LET



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	or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject			
SHS TVL	Bachelor's degree or Completion of technical-vocational course(s) in the area of specialization	None Required	At least NC II *Appropriate to the specialization	RA 1080 (Teacher) PBET/LET

- Applicants shall submit one(1)complete set of personal folder/portfolio directly to the principal of the elementary or 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.
- The School Sub-committee, which shall be composed of the School Head, Administrative Officer II, and key teachers, shall receive and screen applications until April 5, 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 April 12, 2024. The applications shall then be forwarded to the Schools Division Subcommittee to be headed by the Division HRMO, until April 19, 2024.
- 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:

Position	Color of Folder
Kindergarten	Green (Plastic)
Elementary	White (Paper)
Junior HS by Major	Paper Folder
English	Red
Science	Orange
Mathematics	Yellow
Social Studies	Green
Filipino	Violet
Values/EsP	Brown
MAPEH	Pink
TLE	Blue
Senior High School	Plastic Folder



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*Academic	White
*TVL	Yellow

8. Face to face orientation for the teacher applicants will be conducted on March 18, 2024 as scheduled: 9:00 A M - First Congressional District, 1:30 PM - 2nd Congressional district and on March 19, 2024 , 9:00 AM - 3rd Congressional district. Similarly, a face to face re-orientation of the members of the School Screening Committee shall be held on March 19,2024 at 1:30 PM. All orientations will be conducted at the Bulwagan ng mga Bayani at Banal, SDO Bataan, Kabukiran, Calaylayan, Abucay Bataan.
9. Immediate and wide dissemination of the contents of this Memorandum is earnestly enjoined.


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

Encs.:as stated
Reference: DepEd Order No.007,s.2023

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT
POLICY
RECRUITMENT
SCHOOLS
SELECTION



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(Enclosure No.1 to Division Memorandum No. _____,s.2024)

**Procedure in the Recruitment and Selection for Teacher I Positions
 for School Year 2024-2025**

Process	Date	Tasks
1.Organization of the School Sub-committee	March 25-27, 2024	The school shall organize the School Sub-committee for the purpose of receiving and screening applications submitted to respective schools.
2.Online Reorientation of School Sub-committees	March 19, 2024	The Division Selection Committee shall conduct a face to face reorientation on the roles of the School Sub-committees to ensure uniform implementation of the procedures a the school level.
3 .Submission and screening of documents	March 18- April 5, 2024	<p>The applicant shall provide one(1)set of documents, all photocopied in A4-sized bond paper.The folder shall be properly labeled as follows:</p> <p>PERTINENT DOCUMENTS OF: NAME OF APPLICANT: LEVEL:Kindergarten /Elementary /Junior HS(indicate Major/Specialization)/Senior HS(indicate kind of Track)</p> <p>The applicant's documents shall be received by the SSC.These documents must be properly labeled with dog-ears/side tabbing sequenced and arranged by number as follows</p> <ul style="list-style-type: none"> a.Letter of Intent addressed to the Schools Division Superintendent b.Duly accomplished PDS(CS Form 212,Revised 2017)witr Work Experience Sheet,if applicable; c.Photocopy of valid and updated PRC License/ID,if applicable; d.Photocopy of Certificate of Eligibility/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/s of Employment,Contract of Service,or duly signed Service Record,whichever is/are applicable h.Photocopy of Latest Appointment,if applicable;and



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		<p>i. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authority and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Enclosure) notarized by authorized official. All other documents pertinent to the application may also be submitted.</p> <p>The members of the School Sub-committee shall check the completeness of the requirements and indicate the same in the checklist of requirements. A copy of the signed checklist shall be provided to the teacher applicant.</p> <p>The teacher applicant shall ensure that he/she has a receiving copy of the Application Documents stamped received by the SSC in the Application Letter</p> <p>The Sub-committee shall verify the authenticity and completeness of the documents and encode the applicants' names, address, course training experience, LET/PBET rating, experiential learning course (Field Study shall be considered), specialized training and skills based on certificates.</p>
Accomplishment and Submission of School Consolidated Report in the Hiring of Teachers	April 5, 2024	<p>The School Sub-committee shall consolidate the application documents of all the applicants in their school</p> <p>They shall then submit all the applicants' folders to the District Sub-committee.</p>
Consolidation by the District Sub-committees	April 12, 2024	The District Sub-committee shall consolidate the applicator documents of all the applicants in their districts
Forwarding of Documents to the SDO	April 19, 2024	The District Sub-committee shall then submit all the applicants folders to the Division Sub-committee for Accepting Applications for Initial Evaluation. The PSDSs shall ensure that all applications be transmitted to the SDO.
Initial Evaluation of HRMO and Division Sub-committee on Applications	April 22- 24 2024	The Division Subcommittee on Applications, led by the HRMO, shall check the compliance of applications to the Qualification Standards



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Release of List of Qualified Applicants based on Qualification Standards	April 25, 2024	Results of initial evaluation by the Division Sub-committee on Applications are to be posted at SDO Bataan website
Evaluation of Education, Training and Experience by HRMPSB	April 26 - May 3, 2024	The members of the Human Resource Merit Promotion and Selection Board (HRMPSB) shall evaluate the education, training, and relevant experience of the teacher applicant.
Classroom Observation, Behavioral Event Interview, and Reflection for Non - Classroom Observable Competencies	May 6- 17, 2024	The HRMPSB, together with its different Division Sub-committees o Classroom Observation, Behavioral Event Interview, and Teacher Reflection shall conduct the competency screening for the teacher applicants
Release of Tentative CAR-ROA	May 20, 2024	The tentative results of the Comparative Assessment of the teacher applicants shall be made available at the DepEd Bataan website. The respective Sub-committees shall entertain queries pertinent to the comparative assessment of the teacher-applicants
Release of CAR ROA	May 24, 2024	Upon corrections made by the HRMPSB to the tentative results of the comparative assessments, the final Comparative Assessment Results -Registry of Qualified Applicants shall be released and shall be made the basis for appointments for School Year 2023-2024



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(Enclosure 3 to Division Memorandum No. _____ s. 2024)

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 (To be filed out by applicant: Check if complied)	Verification (To be filled out by HRMO or Sub committee)	
			Status of Submission (Check if complied)	Remarks
a	Letter of Intent addressed to the SDS			
b	Duly accomplished Personal Data Sheet (CS Form 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 Certificate/s of 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	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			

Attested: _____

Human Resource Management Officer

School Sub-committee

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



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