



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

DIVISION MEMORANDUM
No. 092, s. 2025

CALL FOR APPLICATION FOR TEACHER I POSITIONS FOR SY 2025-2026

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 **February 24, 2025**.
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/	Bachelor's Degree with major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant	None Required	None Required	RA 1080 (Teacher) PBET/LET



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Sports	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 March 7, 2025. 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 March 18, 2025. The applications shall then be forwarded to the Schools Division Subcommittee to be headed by the Division HRMO, until March 21,2025.
- 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
Kindergartenn	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



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Senior High School	Plastic Folder
*Academic	White
*TVL	Yellow

8. Face to face orientation for the teacher applicants will be conducted on **March 13, 2025** as scheduled: 9:00 A M - First Congressional District, 1:30 PM - 2nd Congressional district and on **March 14, 2025**, 9:00 AM - 3rd Congressional district. 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

get
Encls.: 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.2025)

**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	February 19-20,2025	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	February 21,2025,	The Division Selection Committee shall conduct an online reorientation on the roles of the School Sub-committees to ensure uniform implementation of the procedures at the school level.
3 .Submission and screening of documents	February 24-March 7, 2025	<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> <ol style="list-style-type: none">Letter of Intent addressed to the Schools Division SuperintendentDuly accomplished PDS(CS Form 212,Revised 2017)with Work Experience Sheet, if applicable;Photocopy of valid and updated PRC License/ID, if applicable;Photocopy of Certificate of Eligibility/Rating, if applicablePhotocopy of scholastic/academic record such as but not limited to Transcript of Records(TOR)and Diploma, including completion of graduate and post-gr aduate units/ degrees, if available;Photocopy of Certificate/s of Training, if applicable;Photocopy of Certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicablePhotocopy of Latest Appointment, if applicable; and



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		<p>i. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity 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> <p>FOR KINDER APPLICANTS</p> <ul style="list-style-type: none">• https://shorturl.at/bXCWd <p>FOR ELEMENTARY APPLICANTS</p> <ul style="list-style-type: none">• https://shorturl.at/VBPCm <p>FOR JUNIOR HIGH APPLICANTS</p> <ul style="list-style-type: none">• https://shorturl.at/00E2M <p>FOR SENIOR HIGH APPLICANTS</p> <ul style="list-style-type: none">• https://shorturl.at/ouAZR
Accomplishment and Submission of School Consolidated Report in the Hiring	March 10-18,2025	<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>



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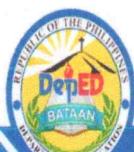
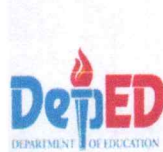
of Teachers		
Consolidation by the District Sub-committees	March 19-20, 2025	The District Sub-committee shall consolidate the application documents of all the applicants in their districts
Forwarding of Documents to the SDO	March 21, 2025	The District Sub-committee shall then submit all the applicants' folders to the Division Sub-committee 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	March 24-28, 2025	The Division Subcommittee on Applications, led by the HRMO, shall check the compliance of applications to the Qualification Standards
Release of List of Qualified Applicants based on Qualification Standards	March 31, 2025	Results of initial evaluation by the Division Sub-committee on Applications are to be posted at SDO Bataan website
Classroom Observation, Behavioral Event Interview, and Reflection for Non- Classroom Observable Competencies	April 2 - 4, 2025	The HRMPSB, together with its different Division Sub-committees on Classroom Observation, Behavioral Event Interview, and Teacher Reflection shall conduct the competency screening for the teacher applicants
Evaluation of Education, Training and Experience by HRMPSB	April 8,10 & 11, 2025	The members of the Human Resource Merit Promotion and Selection Board (HRMPSB) shall evaluate the education, training, and relevant experience of the teacher applicant.

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Release of Tentative CAR-ROA	May 13, 2025	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 23, 2025	After the review conducted by HRMPSB of the tentative results of the comparative assessments, the final Comparative Assessment Results – Registry of Qualified Applicants shall be released and shall serve as the basis for appointments for the School Year 2023-2024.



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CSC PRIME-HRM BRONZE AWARD
CSC Memorandum No. 2231200



PHILIPPINE QUALITY STANDARD
COMMITMENT TO EXCELLENCE
COMMITMENT TO QUALITY MANAGEMENT (LEVEL II)
2022



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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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