



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

Office of the Schools Division Superintendent

February 7, 2025

DIVISION MEMORANDUM

No. 0024 s. 2025

RECRUITMENT AND SELECTION PROCESS FOR TEACHER I APPLICANTS
FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL,
AND SENIOR HIGH SCHOOL

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Other Concerned

1. In reference to DepEd Order No. 007, s. 2023, entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education," and including Enclosure No. 2 to that Order, this division announces the schedule for the recruitment and selection process for Kindergarten, Elementary, Junior High School, and Senior High School Teacher I applicants. This is in relation to the preparation of the Comparative Assessment Result of the Registry of Qualified Applicants for School Year 2025-2026 (CAR-RQA SY 2025-2026).

Activities	Dates	Responsible Person	Venues/ Others	Remarks
Virtual Orientation for Applicants	February 11, 2025	HRMPSB	Virtual Orientation	Please access this link: https://forms.office.com/r/vGvZRNJnAe and register to join the VIRTUAL ORIENTATION
Submission of application folders to the school and completion of the online application	From February 11, 2025, until the submission deadline on February 21, 2025	Teacher I interested qualified applicants		Access this link: https://forms.office.com/r/QK6ZzTwXwd to complete your online application

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Address: **Mankilam, Tagum City, Davao del Norte**
Telephone Number: **(084) 823 5170**
Website: **www.depeddavnor.ph** | Facebook: **DepEd Davao del Norte**

Checking completeness, the veracity and authenticity of the applicants' documents	February 11-21, 2025	School AO II / School HRMPSB Sub-Committee	School	School AO II's/Sub-committee ensures that all application folders are complete as checked against the submitted duly signed Annex C and that each applicant is already registered in the link intended for this application.
Transmittal to the District of the initially evaluated application. (application folders and e-copies of annex G-1 and modified Annex I-1)	February 26, 2025	School Sub-Committee Comprises School Head, (1) AO II/ADAS, (1) MT/ Faculty President	School to District	School HRMPSB Sub-committee shall transmit the application folders and e-copies of Annex G-1 and modified Annex I-1
Validation of transmitted application documents from Schools (E-Copies and Hard Copies of Annex G-1 And Annex I-1)	February 26-28, 2025	District Sub-Committee Comprises the, PSDS (3) Selected School Heads (2) Selected AO II/ADAS	District	The district shall verify the accuracy of the transmitted application documents
Transmittal of application documents from the Districts to the SDO	March 3, 2025	HRMPSB; HRMPSB Secretariat	SDO	The validated and consolidated application folders shall be transmitted to the SDO through the personnel section.
Preparation of Initial Evaluation Result (IER)	March 3-12, 2025	HRMO; HRMPSB Secretariat; Division HRMPSB and Sub-Committee	SDO	

Conduct of Applicants Assessment in Terms of Classroom Observable Strands (Demonstration Teaching); Conduct of Non-Classroom Observable Strand TRF Evaluation and Open Ranking Activities.	March 18-21, 2025	HRMPSB Members, HRMPSB Secretariat SDO HRMPSB Sub-Committee : Cid & SGOD Chiefs, EPSSs, All PSDSs,	Carmen National High School, Carmen, Davao Del Norte	
Preparation CAR-RQA SY 2025-2026	March 21-27, 2025	HRMO; Division HRMPSB; HRMPSB Secretariat	SDO	
Posting of CAR-RQA SY 2025-2026	April 28, 2025	HRMPSB	SDO	

2. CSC-approved Qualification Standards.

KINDERGARTEN				
Position	Education	Experience	Training	Eligibility
Teacher I	Bachelor's degree in early childhood education (BECED) or its equivalent	None required	None required	RA 1080 (Teacher)

ELEMENTARY				
Position	Education	Experience	Training	Eligibility
Teacher I	Bachelor of Elementary Education	None Required	None Required	RA 1080 (Teacher)

	(BEEd) or bachelor's degree plus 18 professional units in Education			
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JUNIOR HIGH SCHOOL				
Position	Education	Experience	Training	Eligibility
Teacher I	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)

SENIOR HIGH SCHOOL -ACADEMICS				
Position	Education	Experience	Training	Eligibility
Teacher 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	None Required	None Required	<p>*Applicants for permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>*Applicants for contractual position: None Required</p> <p>*Practitioners (part-time only): None Required</p>

SENIOR HIGH SCHOOL – TVL				
Position	Education	Experience	Training	Eligibility
Teacher I	Bachelor's degree; or completion of technical-vocational	None required	At least NC II *Appropriate to the specialization	*Applicants for permanent appointment: RA1080 (Teacher); if

	course(s) in the area of specialization.			not RA1080 eligible, they must pass the LET within five (5) years after the date of first hiring. *Applicants for a contractual position: None required. *Practitioners (part-time only): None required
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SENIOR HIGH SCHOOL- SPORTS				
Position	Education	Experience	Training	Eligibility
Teacher I	Bachelor's degree with a major in field(s) under the track: or any bachelor's degree plus 15 units of specialization in fields under track.	None required	None required	Applicants for permanent appointment: RA1080 (Teacher); if not RA1080 eligible, they must pass the LET within five (5) years after the date of first hiring. *Applicants for a contractual position: None required. *Practitioners (part-time only): None required

SENIOR HIGH SCHOOL ARTS & DESIGN				
Position	Education	Experience	Training	Eligibility
Teacher I	Bachelor's degree with a major in field(s) under the track: or any bachelor's degree	None required	None required	Applicants for permanent appointment: RA1080

	plus 15 units of specialization in the relevant subject			(Teacher); if not RA1080 eligible, they must pass the LET within five (5) years after the date of first hiring. *Applicants for a contractual position: None required. *Practitioners (part-time only): None required
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3. Below is the weight allocation or point system for each criterion for Teacher I Position.

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

4. Application documents should include table of contents, earmarked, sequentially and fastened (using fastener) following the color coding of folders in relation to the level of position applied for:

Teacher I Positions	Color of Folder
Kindergarten	Gray
Elementary	Green
JHS	Yellow
SHS	Blue

*Application folders shall be properly labeled in the designated tabbing area on the upper right corner, following the format: **LAST NAME, FIRST NAME MIDDLE INITIAL** (e.g., **DELA CRUZ, JUAN B.**).*

All interested qualified applicants (*including those who have previously applied and wish to carry over their scores from the current **CAR-RQA** but have not yet been appointed to a regular **Plantilla position***) are required to submit the following documentary requirements to the school, through the **School Administrative Officer II/HRMPSB Sub-Committee**, on or before **February 21, 2025**:

- a. Letter of intent addressed to the Head of Office/ Schools Division Superintendent as indicated below:

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent
DepEd Davao del Norte

- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) attached with the latest 2X2 ID picture and Work Experience Sheet (WES)
- c. Photocopy of valid and updated PRC Certificate of Eligibility/License/ID;
- d. Photocopy of Certificate of Rating (LET);
- e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) with CHED CAV and Diploma;
- f. Photocopy of Certificates of Training, if applicable. Attach only relevant training related to the subject areas of concentration to be taught or to the major/specialization/level.
- g. Duly signed Service Records, Certificate of employment, or Contract of Service, if applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the performance rating in the last rating period(s) covering one (1) year of performance in the current/latest position before the submission deadline, 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form Annex C, notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment,
- Certified True Copy of the Voter's ID and / or any proof of residency as deemed acceptable by the HRMPSB based on the Department of Education merit selection plan.
 - Filled-out Annex G-1 (*including e-copy*) except for the column under *computation and actual scores*
 - Proof of Completion of online application (printed acknowledgement)

5. Below are issuances and annexes which provide additional guidance and clarification related to this hiring process:
- DepEd Order No. 007, s. 2023 entitled, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education";
 - Enclosure No. 2 to DepEd Order No. 007, s. 2023, entitled "Criteria and Point System for Hiring of Teacher I Positions",
 - DepEd Order No. 007 s. 2023, s. 2023 Annex C (Checklist of Requirements)
 - DepEd Order No. 007, s. 2023 Annex G-1: (Individual Evaluation Sheet (IES))
6. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
7. For immediate and proper dissemination.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Encl: Annex C (Checklist of Requirements) of DepEd Order No. 007s. 2023

Reference: As stated,

PER/tbg

FN: *Recruitment and Selection Process for Teacher I Applicants for Kindergarten, Elementary, Junior High School, and Senior High School*

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