



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 0078, s. 2023

To: Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads, Public Elementary, Junior and Senior High Schools
Division Selection Committee and Sub-Committees
All Others Concerned

Subject: HIRING GUIDELINES FOR TEACHER POSITIONS IN THE ELEMENTARY,
JUNIOR HIGH SCHOOL, SENIOR HIGH SCHOOL AND
SCHOOLS IMPLEMENTING INDIGENOUS PEOPLES EDUCATION
FOR SCHOOL YEAR 2023-2024

Date: March 6, 2023

1. Pursuant to DepEd Order Nos. 07, s. 2015; 03, s. 2016 and 50 s. 2015, the Schools Division of Davao del Norte announces the acceptance and screening of teacher-applicants (Kinder/ Pre-Elem, SPED, Elementary, Junior High School, Senior High School, Indigenous Peoples Education IPed Schools) for School Year 2023-2024.
2. Applicants shall register to the Department's online system at Application.deped.gov.ph where they must encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, a Unique Applicant Number will be issued. In the submission of application requirements, the UAN must be indicated and shall attend the Division Online Orientation Seminar on the Selection and Hiring Procedures with the **Heads** of the schools. on the following dates :

Districts	Date	Time
Asuncion, BE Dujali, Kapalong East, Sto Tomas East	March 15, 2023	9:00 am 12:00 noon (Note: Simultaneous schedule for Elementary, JHS, SHS and IPed Schools)
Carmen, Talaingod, New Corella and; San Isidro	March 16, 2023	
Langilan,	March 17, 2023	

Sto Tomas West, Kapalong West		
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3. The teacher- applicants shall submit their written application, with the Unique Applicant Number indicated, and the ***PHOTOCOPY*** of the following pertinent documents to the head of the elementary or secondary school where he/she resides or near his/ her place of residence:

- a. Application Letter addressed to the School Head of the Barangay where the applicant resides;
- b. Omnibus Certification of Authenticity and Veracity of all documents submitted, signed by the applicant and notarized by a Notary public.
- c. CSC Form 212(Revised 2017) in two copies with the latest 2 x 2 picture;
- d. PRC certified copy of professional identification card or a PRC certification showing the teacher's name, LET Rating, and other information recorded in the PRC Office.
- e. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET) / Professional Board Examination for Teachers (PBET);
- f. Certified copy of Transcript of Records, with a ***Certification of General Weighted Average (GWA)*** from the university of college where he/ she graduated;
- g. Copies of Service Records, Performance Rating, and School /Industry Clearance for those with teaching / work experience.
- h. Certificates of Specialized Trainings, (if any);
- i. Certified copy of the Voter's ID and/ or any proof of residency as deemed acceptable by the School Screening Committee;
- j. NBI Clearance
- k. All other documents as prescribed in DO 03, s. 2016 (SHS applicants) and DO 50, s. 2015 (applicants to school implementing IPED)
- l. Color existing of folders by applicants

White	-	Kinder
Green	-	Elementary
Yellow	-	Junior High School
Blue	-	Senior High School

4. Qualified teacher- applicants from the previous RQAs and below 70 point, shall apply by submitting the following documents:

- 4.a Letter of Intent
- 4.b Prescribed template for updating (attached herein)
- 4.c Updated credentials and application documents, if any

5. The applicant assumes responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus Certification of Authenticity. Any violation will automatically disqualify the application from the selection process.

6. **No additional documents** will be accepted once the application is forwarded to the Schools Division Office.

7. The School Screening Committee shall:

- a. Receives applications and documents from **March 20 to 31, 2023**;
- b. Verify and certify as to the completeness, veracity, accuracy and authenticity of documents;
- c. Issue a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application;
- d. Immediately notify the applicant to facilitate the complete and proper submission of documents, if any of the required documents are incomplete or invalid;
- e. Submit to the Schools Division Office – Records Section the following:
 - e.1 Summary List of Applicants in their school, and
 - e.2 Checklist of Submitted documents attached to the folder of each applicant signed by the School Screening Committee.

8. The School Head/shall submit all pertinent documents of the applicants to the Schools Division Office **on or before April 5, 2023**;

9. The Evaluation and Selection shall be done in the Schools Division Office of Davao del Norte from **April 10 to May 31, 2023**.

10. Per EEOP provision of this Office, there shall be no discrimination in the selection of employees on account of age, sex, sexual orientation, and gender identity, civil status, disability, religion, ethnicity, or political affiliation as stated in the 2017 ORA-ORHA Rule IX Sec.83.

11. The Division Selection Committee are the following:

All Over Chairman: ASDS Rebecca C. Sagot, CESO VI

Secretariat: Dave Mark C. Ang – for Kinder/Pre-Elem and Elementary Level
Shiela D. Sionosa – For JHS and SHS Levels

FOR THE KINDER/PRE-ELEM AND ELELENTARY LEVEL:

DSC Members: EPS Evelyn H.Labasan
EPS Allen T. Guilaran
EPS Liezl Josol

FOR THE JHS LEVEL

DSC Members : EPS Lourdes A. Navarro
EPS Medos Jala
EPS Ern M. Aguan

FOR THE SHS LEVEL

DSC Members : EPS Grace Santa T. Daclan
EPS Medos Jala
EPS Lourdes A. Navarro

For IPed Schools : PSDS Ronnie Publico
EPS Gloria P. Subong
EPS Edgar L. Manaran

Other members of the Division Selection Committee are the following:

1.Division Chapter President of the National Association of Public Secondary School Heads, Inc. (NAPSHSHI) for Junior High School (JHS), Senior High School (SHS), and Secondary Schools Implementing (IPed);

2.Division Level-President of the of the Parent -Teacher Association;

3.Authorized representative of an accredited teacher's union as evidenced by a Certificate of Accreditation issued by the Civil Service Commission; and

4.Division Chapter President of the Philippine Elementary Schools Principals Association (PESPA) for elementary;

12. Applicants are advised to undergo Online Interview, and submission of E-Demonstration Teaching and English Proficiency Test on the following dates:

Level	Online Interview	Submission and evaluation of E-Demonstration
Kinder/Pre-Elementary and Elementary	April 10-14, 2023	April 17-21, 2022
Junior High School		
Senior High School		
IPed School		

Schedule of English Proficiency Test is to be announced later.

13. Tentative schedule for the release of the REGISTRY OF QUALIFIED APPLICANTS for School Year 2023-2024 shall be on **June 2, 2023**.

14. Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Regional Director IV
Concurrent Office In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:



REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

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EDUARD C. AMOGUIS, EdD
Chief Education Supervisor
Curriculum Implementation Division 3/6/2023