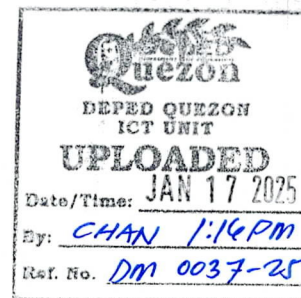




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



15 January 2025

**DIVISION MEMORANDUM**  
 DM No. 0037, s. 2025

**ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION OF APPLICANTS FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL TEACHING POSITIONS FOR SY 2025-2026**

**To:** Assistant Schools Division Superintendents  
 Chiefs – CID/SGOD  
 HRMPSB Members  
 Public Elementary and Secondary Schools  
 All Others Concerned

1. In reference to DepEd Order 19, s. 2022 and DepEd Order No. 7, s. 2023, the Schools Division Office of Quezon Province through the Human Resource Merit and Personnel Selection Board announces the schedules for the different activities relative to the recruitment and selection of applicants for Kindergarten, Elementary, Junior High School and Senior High School Teaching positions for SY 2025-2026.
2. All interested and qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
3. As specified in DepEd Order No. 7, s. 2023 (Enclosure No. 2), applicants to **TEACHER I** positions in Kindergarten, Elementary, Junior High School and Senior High School shall be rated as follows:

Education	Training	Experience	PBET/LET/LEPT Rating	PPST COI (Classroom Observable Indicators) Classroom Observation	PPST Non COIs (Teacher Reflection)	TOTAL
10	10	10	10	35	25	100

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4. The pertinent documents shall include the following Mandatory Documentary Requirements to the Principal/School Head of the school where the applicants prefer to apply arranged as follows:

**I. TEACHER I**

- a. Letter of intent addressed to the Schools Division Superintendent;  
Attention: School Head of the preferred school;
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID (unexpired), 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 of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) **covering one (1) year performance in the current/latest position** prior to the deadline of submission. For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings respectively, if applicable; and
- 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). The aforesaid document shall henceforth be required **to be sworn before any public officer authorized to administer oath** pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by Republic Act (RA) No. 6733 and as further amended by RA 10755.

Teacher I – **applicants for Senior High School** must include the following documents together with the specified Mandatory Requirements in item no. 2

- a. The letter of intent shall highlight the subject group that he/she intends to teach and the preferred school;
- b. Photocopy of Certificates of relevant specialized training;
- c. Photocopy of Transcript of Records (TOR) and SO (for graduates of private school) including TOR of graduate and post graduate degree/units earned if available;

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- d. For TVL applicants, a TESDA National Certificate (NC) which is one level higher than the course to be taught or same level if there is no higher level NC; and  
 e. Certified copy of Trainers Methodology Certificate (TMC), if available.
5. All application documents shall be submitted on or before **February 17, 2025 (Monday)**. Applicants who fail to submit the **Mandatory Requirements** on the set deadline shall not be included in the pool of official applicants. **No further documents shall be accepted after the deadline.**
6. **The Qualification Standards for the following positions is as follows:**

**A. For Elementary and Junior High School**

POSITION	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
<b>TEACHER I</b>	11	28512	<b>For Elementary:</b> Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education <b>For Junior High School:</b> Bachelor of Secondary Education or Bachelor's Degree plus 18 professional units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080 (Teacher)

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**B. For Senior High School**

TRACK	SALARY/ JOB/ PAY GRADE	MONTHLY SALARY	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ACADEMIC TRACK AND CORE SUBJECTS	11	28512	Bachelor's degree with a major in relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in relevant strand/subject	NONE REQUIRED	NONE REQUIRED	<b>Applicants for permanent position:</b> RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring.
SPORTS			Bachelor's degree major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in field(s) under the track	NONE REQUIRED	NONE REQUIRED	
ARTS AND DESIGN			Bachelor's degree major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject	NONE REQUIRED	NONE REQUIRED	
TECHNICAL VOCATIONAL AND LIVELIHOOD			Bachelor's degree holder; or completion of technical-vocational course(s) in the area of specialization	NONE REQUIRED	At least NC II <i>*Appropriate to specialization</i>	

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7. Remaining applicants in the CAR-RQA for SY 2024-2025 who were not appointed in the current school year, including those who did not meet the cut-off score, shall be given an option to carry over their CAR-RQA scores and/or update their credentials without having to undergo the entire hiring process for the next school year; provided, **they submit a Letter of Intent to participate in the succeeding hiring process.**

8. The applicant assumes full accountability and responsibility for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant and office of the city mayor or notarized public. Any false and fraudulent document submitted shall be grounds for disqualification.

9. Applicants are advised to register in the Division Registry of Applicants upon submission of their application folder through this link:

- For Elementary:  
<https://tinyurl.com/APP-REG-ELEM-2025>
- For Junior High School:  
<https://tinyurl.com/APP-REG-JHS-2025>
- For Senior High School Teacher I:  
<https://tinyurl.com/APP-REG-SHS-T1-2025>

10. Below is the schedule of activities relative to the recruitment and selection process:

ACTIVITIES	DATE	PERSONS/OFFICE INVOLVED
Call for Submission of Application Documents	January 15, 2025 to February 17, 2025 <b>Deadline of Submission: February 17, 2025</b>	HRMO
Receiving of Application Documents	January 15, 2025 to February 17, 2025	School Screening Committee
Verification as to completeness, veracity and accuracy of application documents		School Screening Committee

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Re-Orientation of Division Screening Committee and Sub-Committees	February 19-20, 2025	Division Committee/Sub-Committees and School Screening Committee
Orientation of Teacher-Applicants by the Division Screening Sub-Committee	February 21, 2025	Division Screening Sub-Committees Teacher-Applicants
Submission of Final List of Teacher-Applicants to the Division Screening Sub-Committee	March 10, 2025	School Screening Committee and Division Screening Sub-Committee
Assessment of Education, Experience, Training & Eligibility (PBET/LET/LEPT) Interview, Demonstration Teaching (all levels)	March 11-14, 2025	Division Committee and Sub-Committees Teacher-Applicants
Preparation and Review of Initial Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)	March 17-21, 2025	Division Sub-Committees
Submission of Initial CAR-RQA to the Division Committee (soft copy and hard copy)	March 25, 2025	Division Sub-Committees and Division Committee
Consolidation, Validation and Preparation of final CAR-RQA	March 31 – April 4, 2025	Division Committee
Submission of Final CAR-RQA to the SDS for Approval	April 11, 2025	Division Committee and SDS
Issuance and Posting of the Final CAR-RQA	April 14, 2025	Division Committee, HRMPSB and SDS

**Note: The Scheduled Timeline of Activities is subject to change based on the number of application forms received.**

12. Applicants are required to bring the original copies of their pertinent documents during evaluation.

13. Applicants who are still working in the private school shall adjust their schedule of evaluation to ensure that their current work will not be affected by the scheduled ranking.

14. The HRMPSB members, Division Committee and Sub-Committee members shall conduct the assessment of applicants in terms of Education, Experience, Training and Eligibility  
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including interview and demonstration teaching. Likewise, they shall ensure the correctness of entries in both hard and soft copies of the CAR-RQA.

15. The Division Sub-Committee shall monitor the activities in each cluster to be assisted by the members of the Sub-Committees in the Cluster Level. They must request the assistance of other school heads, department heads (secondary) in their cluster during the conduct of the demonstration teaching and interview of teacher-applicants.

16. The Supervisor or Specialist per cluster shall facilitate the submission of the electronic copy of the CAR-RQA (by district) to this email: [sdo.quezon.personnel@deped.gov.ph](mailto:sdo.quezon.personnel@deped.gov.ph) following the given schedule and using this file name format until **March 25, 2025**  
**CongDisDistrictElem/JHS/SHS/IPED**

Ex.	<b>1stLucbanElem</b> <b>4thPerezJHS</b>	<b>1stSampalocElem</b> <b>2ndDoloresJHS</b>
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17. The CAR-RQA will be by congressional district but can be utilized in the whole division.

18. The following guidelines are hereby given emphasis:

- The cut-off score for inclusion in the Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA) for **TEACHER I** is **50 POINTS**; (*in reference to DepEd Order No. 7, s. 2023, page 15*)
- Applicants whose degree is Elementary Education can only apply for Elementary teaching position. (*in reference to DepEd Order No. 51, s. 2017*)
- There shall be separate CAR-RQA for Kindergarten, Elementary, Junior High School per learning area and Senior High School per track/specialization.
- Pursuant to Section 8 of RA 10533 titled Enhanced Basic Education Act of 2013, the hiring of non-licensed graduates of science, mathematics, statistics, engineering, music, and other degree courses under provisional appointment in specialized subjects in the elementary and secondary education with shortage of qualified Licensure Examination for Teachers (LET) applicants **shall be allowed**, subject to existing CSC rules and regulations on provisional appointments or as may be provided by law.

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e. As such, a separate CAR-RQA shall be prepared for non-LET applicants. It shall only be used in the absence of LET-eligible applicant with appropriate specialization.

19. All teaching and non-teaching personnel are encouraged to disseminate this information through posting it on the school website, Facebook Page, Facebook Groups, etc.


20. Activities related to the entire process should strictly follow the existing health and safety protocols.

21. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized division official.

22. Travel and incidental expenses of all concerned during the evaluation and ranking of teacher applicants shall be charged against MOOE/local funds subject to usual accounting and auditing rules and regulations.

23. Schedule and Venue for the Validation and Demonstration Teaching will be posted on a separate Memorandum.

24. Immediate and widest dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Persmjv01/15/2025

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