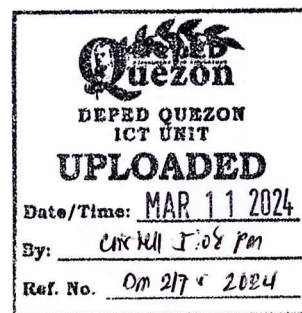




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



11 March 2024

DIVISION MEMORANDUM

DM No. 217, s. 2024

ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION OF APPLICANTS FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL TEACHING POSITIONS FOR SY 2024-2025

- To:** Assistant Schools Division Superintendents
 Chief Education Program Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 PSB – Chairman, Members and TWG
 Public Elementary and Secondary School Heads
 Administrative Officers II
 All Others Concerned

- 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 2024-2025.
- 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.
- 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. As specific in DepEd Order No. 3 s. 2016, applicants to **TEACHER II** positions in Senior High School shall be rated as follows:

CRITERIA	Academic and Core Subjects	TVL	Arts and Design	Sports
	Groups I-A, I-B, I-C, I-D, II, III-A and III-B	Groups IV-A, IV-B, IV-C and IV-D	Group V	Group VI
a. Education	20	15	15	15
b. Teaching/Industry/ Workplace Experience	15	20	20	20
c. Specialized Training	10	20	15	15
d. Interview	15	15	15	15
e. English Communication Skills	10	5	5	5
f. Portfolio/Outstanding Achievements	10	10	15	15
g. Demonstration Teaching	20	15	15	15
TOTAL	100	100	100	100

5. 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. FOR 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, 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, 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;

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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;
- 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;
- e. Certified copy of Trainers Methodology Certificate (TMC), if available.

II. FOR TEACHER II (SENIOR HIGH SCHOOL)

- a. Letter of Intent highlighting the subject group that he/she intends to teach and preferred school
 - b. Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with **Work Experience Sheet** and passport size picture, if applicable;
 - c. Certified copy of PRC professional identification card or a PRC certification showing teacher's name, LET rating and other information recorded at the PRC office;
 - d. Certified copy of rating obtained in the Licensure Examination for Teachers (LET) / Professional Board Examination for Teachers (PBET);
 - e. Certified copy of Transcript of Records (TOR), computation of General Weighted Average (GWA) should be included in the submission of documents;
 - f. Copy of Service Records, Performance Rating, and School Clearance for those with teaching experience. If unavailable, the applicant must submit a justification for unavailability;
 - g. Photocopy of Certificates of specialized training programs attended, if any;
 - h. 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;
 - i. Photocopy of Trainers Methodology Certificate (TMC), if available.
 - j. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee;
 - k. Notarized Omnibus certification of authenticity and veracity of all documents submitted, signed by the teacher applicant.
6. All application documents shall be submitted on or before **April 11, 2024 (Thursday)**. 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.**

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7. The Qualification Standards for the following positions is as follows:

A. For Elementary and Junior High School

POSITION	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Teacher I	For Elementary: Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080 (Teacher)
	For Junior High School: Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education			

B. For TEACHER I in Senior High School

TRACK	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ACADEMIC TRACK AND CORE SUBJECTS	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	Applicants for permanent position: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for contractual position: None required
SPORTS	Bachelor's degree major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	None required	None required	Practitioners (part-time only): None required

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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 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 the specialization</i>	

C. For TEACHER II in Senior High School

TRACK	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ACADEMIC TRACK AND CORE SUBJECTS	Bachelor's degree major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's Degree in relevant strand/subject	None required	Non required	Applicants for permanent position: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for contractual position: None required
SPORTS	Bachelor's degree major in field(s) under the Track; or any Bachelor's degree plus 15 units of	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the strand	Practitioners (part-time only): None required

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	specialization in fields under the Track			
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	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the strand	
TECHNICAL VOCATIONAL LIVELIHOOD	Bachelor's degree holder; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I <i>*Appropriate to the specialization</i>	

8. Applicants who applied in SY 2023-2024 who are not yet hired may also update their score.
9. 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.
10. 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/APPLICANTSREGISTRATIONELEM2024**](https://tinyurl.com/APPLICANTSREGISTRATIONELEM2024)
 - For Junior High School:
[**https://tinyurl.com/APPLICANTSREGISTRATIONJHS2024**](https://tinyurl.com/APPLICANTSREGISTRATIONJHS2024)
 - For Senior High School Teacher I:
[**https://tinyurl.com/APPLICANTSREGISTRATIONSHST1**](https://tinyurl.com/APPLICANTSREGISTRATIONSHST1)
 - For Senior High School Teacher II:
[**https://tinyurl.com/APPLICANTSREGISTRATIONTSHST2**](https://tinyurl.com/APPLICANTSREGISTRATIONTSHST2)

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

Activities	Date	Persons / Office Involved
Call for Submission of Application Documents	March 11, 2024 to April 11, 2024 Deadline of Submission: April 11, 2024	HRMO
Receiving of Application Documents	March 11, 2024 to April 11, 2024	School Screening Committee
Verification as to completeness, veracity and accuracy of application documents		School Screening Committee
Re-Orientation of Division Screening Committee and SubCommittees	April 11-12, 2024	Division Committee / SubCommittees and School Screening Committee
Orientation of Teacher-Applicants by the Division Screening SubCommittee	April 15, 2024	Division Screening SubCommittees Teacher-Applicants
Submission of Final List of Teacher-Applicants to the Division Screening SubCommittee	May 3, 2024	School Screening Committee and Division Screening SubCommittee
Assessment of Education, Experience, Training & Eligibility (PBET/LET/LEPT) Interview, Demonstration Teaching (all levels)	May 6-10, 2024	Division Committee and SubCommittees Teacher-Applicants

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Preparation and Review of Initial Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)	May 13-17,2024	Division SubCommittees
Submission of Initial CAR-RQA to the Division Committee (soft copy and hard copy)	May 21, 2024	Division SubCommittees and Divsion Committee
Consolidation, Validation and Preparation of Final CAR-RQA	May 27-31, 2024	Division Committee
Submission of Final CAR-RQA to the SDS for Approval	June 7, 2024	Division Committee and SDS
Issuance and Posting of the Final CAR-RQA	June 10, 2024	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 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 Committee shall monitor the activities in each cluster to be assisted by the members of the SubCommittees in the Cluster Level. They may 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.

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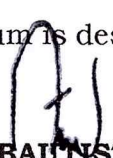


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16. The Supervisor or Specialist per cluster shall facilitate the submission of the electronic copy of the CAR-RQA (by district) to this email: **sdo.quezon.personnel@deped.gov.ph** following the given schedule and using this file name format until May 21, 2024
CongDistDistrictElem/JHS/SHS/IPED
- Ex. **1stLucbanElem** **1stSampalocElem**
 4thPerezJHS **2ndDoloresJHS**
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).
 - The cut-off score for inclusion in the Registry of Qualified Applicants (RQA) for **TEACHER II** is **70 points**;
 - Applicants whose undergraduate 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, SPED, IPED, Elementary, Junior High School per learning area and Senior High School per track/specialization.
19. All teaching and non-teaching personnel are encouraged to disseminate this information through posting in school website, Facebook Page, Facebook Groups and 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

Perajmo03/11/2024

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