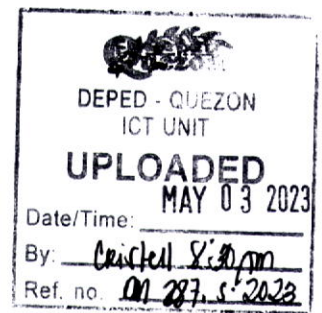




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



2 May 2023

DIVISION MEMORANDUM

DM No. 287, s. 2023

**ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION OF APPLICANTS
FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH
SCHOOL TEACHING POSITIONS FOR SY 2023 - 2024**

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

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 2023 – 2024.
2. Interested and qualified applicants regardless of gender, civil status, disability, religion, ethnicity, social status, income and political affiliation are advised to submit the following **Mandatory Documentary Requirements** to the principal / school head of the school where the applicants prefer to apply arranged as follows:
 - 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;

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- 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;
3. Teacher – applicants for Senior High School must include the following documents together with the 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.
 4. 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.**
 5. Applicants who applied in SY 2022 – 2023 and in previous school years are all required to submit their application folders pursuant to the New Merit and Selection Plan.
 6. 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.
 7. 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/SDOQElemApplicants>
 - For Junior High School: <https://tinyurl.com/SDOQJHSApplicants>
 - For Senior High School: <https://tinyurl.com/SDOQSHSApplicants>

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8. 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

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

Activities	Date	Persons / Office Involved
Reconstitution of the Division Selection Committee and SubCommittees (Including SubCommittees in the cluster levels)	April 2023	SDS, HRMO, HRMPSB
Call for Submission of Application Documents	May 3, 2023 to May 26, 2023 Deadline of Submission: May 26, 2023	HRMO
Receiving of Application Documents	May 3, 2023 to May 26, 2023	School Screening Committee
Verification as to completeness, veracity and accuracy of application documents		School Screening Committee
Re-Orientation of Division Screening Committee and SubCommittees	May 8, 10-11, 2023	Division Committee / SubCommittees and School Screening Committee

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Orientation of Teacher-Applicants by the Division Screening SubCommittee	May 15 & May 30, 2023	Division Screening SubCommittees Teacher-Applicants
Submission of Final List of Teacher-Applicants to the Division Screening SubCommittee	June 2, 2023	School Screening Committee and Division Screening SubCommittee
Assessment of Education, Experience, Training & Eligibility (PBET/LET/LEPT) Interview, Demonstration Teaching (all levels)	June 5-9, 2023 June 13 – 16, 2023	Division Committee and SubCommittees Teacher-Applicants
Preparation and Review of Initial Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)	June 19 – 23, 2023	Division SubCommittees
Submission of Initial CAR-RQA to the Division Committee (soft copy and hard copy)	June 26, 2023	Division SubCommittees and Division Committee
Consolidation, Validation and Preparation of Final CAR-RQA	June 27, 2023 to June 30, 2023	Division Committee
Submission of Final CAR-RQA to the SDS for Approval	July 5, 2023	Division Committee and SDS
Issuance and Posting of the Final CAR-RQA	July 10, 2023	Division Committee/HRMPSB and SDS

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10. Applicants are required to bring the original copies of their pertinent documents during evaluation.
11. 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.
12. 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.
13. 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.
14. 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 June 30, 2023.
CongDistDistrictElem/JHS/SHS/IPED
Ex. **1stLucbanElem** **1stSampalocElem**
 4thPerezJHS **2ndDoloresJHS**
 3rdMacalelonSHS
15. The CAR-RQA will be by congressional district but can be utilized in the whole division.
16. The following guidelines are hereby given emphasis:
 - a. The cut-off score for inclusion in the Comparative Assessment Results – Registry of Qualified Applicants (CAR-RQA) is **50 points**; (*in reference to DepEd Order No. 7, s. 2023, page 15*).
 - b. Applicants whose undergraduate degree is Elementary Education **can only apply for Elementary teaching position.** (*in reference to DepEd Order no. 51, s. 2017*)
 - c. There shall be separate CAR - RQA for Kindergarten, SPED, IPED, Elementary, Junior High School per learning area and Senior High School per track/specialization.
17. All teaching and non-teaching personnel are encouraged to disseminate this information through posting in school website, Facebook Page, Facebook Groups and etc.

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18. Activities related to the entire process should strictly follow the existing health and safety protocols.
19. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized division official.
20. 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.
21. Schedule and Venue for the Validation and Demonstration Teaching will be posted on a separate Memorandum.
22. Any deviation from the DepEd Order No. 7 S. 2023 shall null and void the results of the evaluation based on the observation of the SDO monitors.
23. Immediate and widest dissemination of this Memorandum is desired.


ROMMEL C. BAJISTA, CESO V
Schools Division Superintendent 