



Republic of the Philippines

Department of Education

RELEASED
JAN 25 2023
DEPED-ABRA TIME RING

DIVISION MEMORANDUM
No. 036 s.2023

DATE: January 24, 2023

**SUBMISSION OF APPLICATION DOCUMENTS FOR TEACHER I POSITIONS OF
ELEMENTARY SCHOOL, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL FOR
SY 2023-2024**

To: The Human Resource Merit promotion and Selection Board (HRMPSB)
The Division Selection Committee (Senior High School)
School Screening Committee
Education Program Supervisors
Public Schools District Supervisor
Elementary School Heads/Principals
Secondary School Heads/Principals
All Interested and Qualified Applicants
All Others Concerned

1. The Schools Division Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of applications of interested qualified applicants for Teacher I positions of Elementary School, Junior High School and Senior High School.
2. All interested applicants regardless of gender, sexual orientation, civil status, religion, disability, ethnicity or political affiliation are required to submit application letter together with complete documents to the preferred schools and to be received at the records section of DepEd Schools Division Office of Abra. All applications received beyond the deadline will not be accepted. Please be guided with the following timelines:

ACTIVITY	Responsible	Timeline
a. Filing and Submission of Application documents to the preferred schools. (For Elementary and Secondary Schools) <i>Two folders [one (1) original & one (1) xerox copy]</i>	Applicants	January 30 to February 10, 2023
b. Submission of Application documents to the records section of DepEd Schools Division Office of Abra. <i>Two folders [one (1) original & one (1) xerox copy]</i> • For Junior HS	School Selection Committee	February 13, 2023
c. Submission of Application documents to the records section of DepEd Schools Division Office of Abra. <i>Two folders [one (1) original & one (1) xerox copy]</i> • For Senior HS		February 14, 2023



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d. Submission of Application documents to the records section of DepEd Schools Division Office of Abra. <i>Two folders [one (1) original & one (1) xerox copy]</i> <ul style="list-style-type: none"> • Below is the schedule for submission of every district (for Elementary Schools) 	School Selection Committee	February 15-21, 2023
SAN JUAN, TINEG (SANTI), LUBA and TUBO districts	School Selection Committee	February 15, 2023
LAGANGILANG, LACUB, BAAY-LICUAN, MALIBCONG (LALABALICMA), BUCLOC, DAGUIOMAN and BOLINEY (BUDABOSA) districts	School Selection Committee	February 16, 2023
LA PAZ, DANGLAS, LAGAYAN (LADALAGA), PILAR, SAN ISIDRO and VILLAVICIOSA (PISANVIL) districts	School Selection Committee	February 17, 2023
DOLORES, TAYUM, BUCAY and MANABO districts	School Selection Committee	February 20, 2023
PENARRUBIA, PIDIGAN, LANGIDEN, SAN QUINTIN (PEPILAQUIN) and BANGUED districts	School Selection Committee	February 21, 2023

a. To facilitate the process in evaluation and assessment of documents, the color of folders are as follows:

ELEMENTARY:

- * Regular – **WHITE**
- * Indigenous People (IP) – **LIGHT PINK**

JUNIOR HIGH SCHOOL:

- * English – **DARK PINK**
- * Filipino – **LIGHT GREEN**
- * Mathematics – **LIGHT BLUE**
- * Science (All Branches) – **BROWN**
- * Religious/Values Education – **VIOLET**
- * Araling Panlipunan/Social Studies/Political Science – **ORANGE**
- * TLE – **GREEN**

SENIOR HIGH SCHOOL:

- *HUMSS – **RED**
- *ABM – **YELLOW**
- *STEM – **BLUE**
- *TVL – **GREEN**



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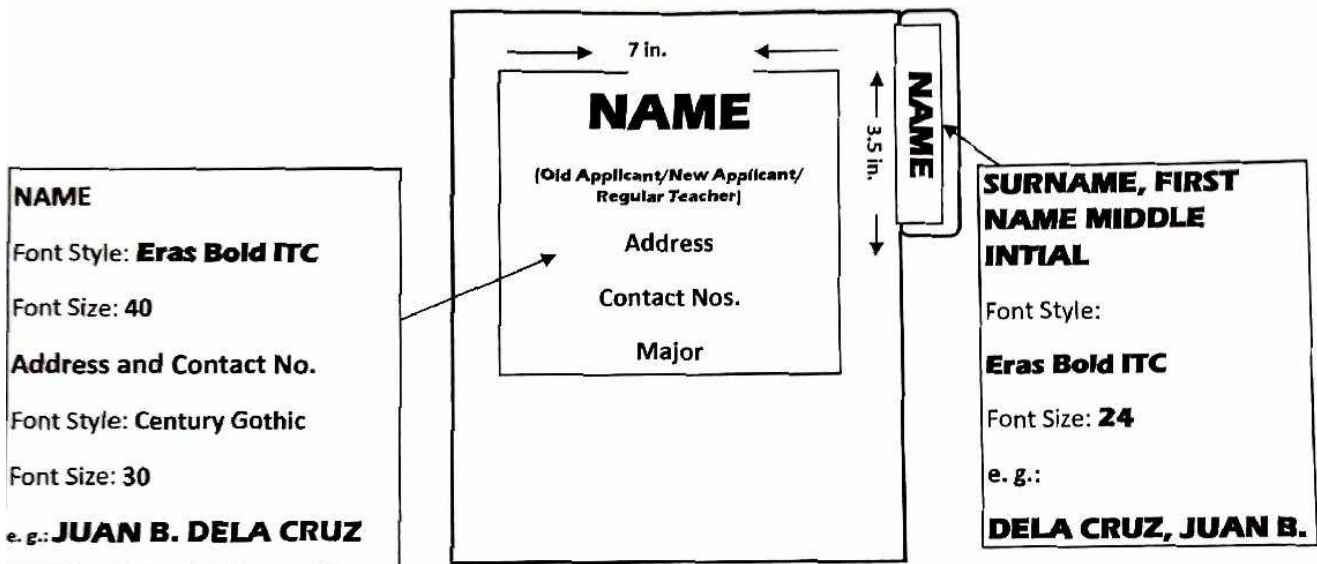




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b. Applicants should follow the format of the folder to better facilitate the process in evaluating and assessing of documents as follows:

FOLDER FORMAT



Note:

- For old and new applicants, prepare and submit your documents following these guidelines.
- For old applicants, retrieve all your application requirements from the Division Selection Committee to prepare your documents again and to update your credentials following these guidelines.
- Use ordinary paper folder (not the glossy one) and all documents should be fastened.
- Include table of contents after your application letter and use tabs/tabblings to indicate the sequence of your pertinent documents for easy perusal.
- For female applicants, if married after the submission of the documents, notify the secretariat regarding your status and your new surname/family name as soon as possible.
- If you have several mobile phone numbers, disclose only two of your most used numbers, and if you have changed your contact number, inform the secretariat for the preparation of directory by the Administrative Officer IV-Human Resource Management Officer.
- Applicants are required to follow these guidelines to better facilitate the whole process.



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- h. For inquiries or clarifications, please feel free to contact *Ms. Gemma B. Cabutaje* at 0965-5169360, *Ms. Florgale B. Panelo* at 0917-7860820, or *Ms. Mapet Rose C. Bargas* at 0955-7414948 at DepEd Division Office.
3. As stipulated in the new guidelines of MSP, DepEd Order No. 19, s. 2022, an **applicant** shall submit to the preferred schools a written application supported by the following documents:
- Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
 - Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - Photocopy of Certificate of Eligibility/Rating/License/ID;
 - Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
 - Photocopy of Service Record or Certificate of Employment, if applicable;
 - Photocopy of Certificates of Training, if applicable;
 - Photocopy of the latest Performance Rating covering one (1) year performance, if applicable;
 - Omnibus Sworn Statement;
 - Checklist of Requirements; and
 - Other documents as may be required.
4. The Division Selection Committee shall be responsible to perform their functions as specified in the new guidelines of MSP, *DepEd Order no. 19 s. 2022* for all new teacher applicants.
5. For regular teacher applicants who wish to apply for senior high school, the HRMPSB is tasked to evaluate and assess their applications following the new guidelines of MSP, *DepEd Order no. 19 s. 2022*.
6. The Division HRMPSB shall consolidate, validate and thoroughly review the Registry of Qualified Applicants and submit said RQAs for approval of the Schools Division Superintendent.
7. For immediate dissemination and guidance of all concerned.


BENILDA M. DAYTACA, EdD CESO V
Schools Division Superintendent

MRBargas/OSDS/ASU



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