



Republic of the Philippines
Department of Education

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RELEASED
 24 JAN 2024
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January 22, 2023

DIVISION MEMORANDUM
 No. 036 s.2024

**SUBMISSION OF APPLICATION DOCUMENTS FOR TEACHER I POSITIONS OF
 ELEMENTARY SCHOOL AND JUNIOR HIGH SCHOOL FOR SY 2024-2025**

To: The Human Resource Merit promotion and Selection Board (HRMP SB)
 The Division Selection Committee
 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 (HRMP SB) announces the submission of applications of interested qualified applicants for Teacher I positions of Elementary School and Junior 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 23-March 01, 2024 |
| 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 | March 04-8, 2024 |
| 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 Elementary Schools (Below is the schedule for submission) | School Selection Committee | March 11-15, 2024 |



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
 Telephone No.: (074)614-6918
 Email Address: abra@deped.gov.ph
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| | | |
|---|--|-----------------------|
| SAN JUAN, TINEG (SANTI), LUBA and TUBO districts | School Selection Committee | March 11, 2024 |
| LAGANGILANG, LACUB, BAAY-LICUAN, MALIBCONG (LALABALICMA), BUCLOC, DAGUOMAN, BOLINEY and SALLAPADAN (BUDABOSA) districts | School Selection Committee | March 12, 2024 |
| LA PAZ, DANGLAS, LAGAYAN (LADALAGA), PILAR, SAN ISIDRO and VILLAVICIOSA (PISANVIL) districts | School Selection Committee | March 13, 2024 |
| DOLORES, TAYUM, BUCAY and MANABO districts | School Selection Committee | March 14, 2024 |
| PENARRUBIA, PIDIGAN, LANGIDEN, SAN QUINTIN (PEPILAQUIN) and BANGUED districts | School Selection Committee | March 15, 2024 |
| d. Initial Evaluation of the Qualifications of Applicants | HRMPSB/DSC Secretariat | 10 working days |
| e. Posting of Initial Evaluation Result | Personnel Section/HRMPSB/DSC Secretariat | 15 calendar days |
| f. Conduct of Classroom Observation and Teacher Reflection | Division Selection Committee | To be announced later |
| g. Finalization of Comparative Assessment Result-Registry of Qualified Applicants | HRMPSB Secretariat | 5 working days |
| h. Signing of CAR | HRMPSB | 1 day |
| i. Submission of the duly signed CAR to the Appointing Officer/Authority | ASDS | 1 day |

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**



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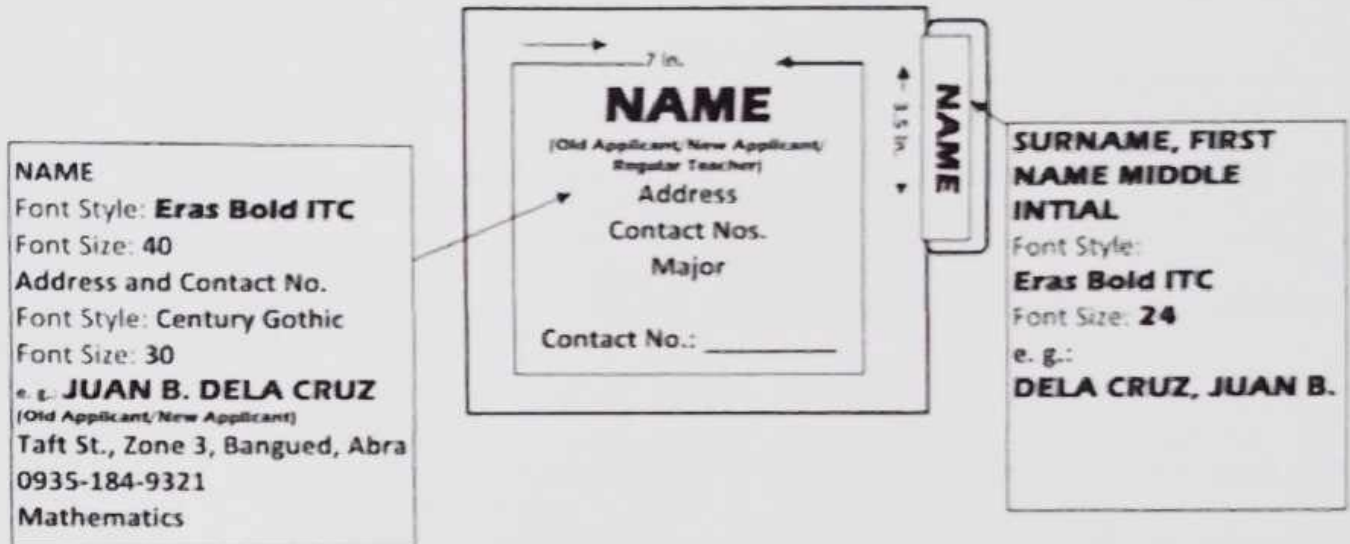
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b. Applicants should follow the format of the folder to better facilitate the process in evaluating and assessing of documents as follows:

FOLDER FORMAT



- For old and new applicants, prepare and submit your documents 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/tabings 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.
 - For inquiries or clarifications, please feel free to contact *Ms. Gemma B. Cabutaje* at 0965-5169360 or *Ms. Florgale B. Panelo* at 0917-7860820 at DepEd Division Office.
- c. As stipulated in the new guidelines of MSP, DepEd Order No. 007 s. 2023, 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;



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- d. 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;
- e. Photocopy of Certificate/s of Training, if applicable;
- f. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/are applicable;
- g. Photocopy of latest appointment, if applicable;
- h. 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;
- i. 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; and
- j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:


- i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
- ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.

d. The Division Selection Committee shall be responsible to perform their functions as specified in the new guidelines of MSP, *DepEd Order no. 007 s. 2023* for all new teacher applicants.

3. Old applicants may retain their previous points unless there are documents to be updated to acquire additional points. Said documents shall be attached to the request letter to be submitted in the school following the schedule.

4. 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.

5. For immediate dissemination and guidance of all concerned.


AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent

FBPanelo/OSDS/ASU/PER



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