



Republic of the Philippines  
**Department of Education**



January 14, 2025

**DIVISION MEMORANDUM**

No. 035 s.2025

**SUBMISSION OF APPLICATION DOCUMENTS FOR TEACHER I POSITIONS OF  
ELEMENTARY SCHOOL, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL  
FOR SCHOOL YEAR 2025-2026**

**To:** The Human Resource Merit promotion and Selection Board (HRMPSB)  
Municipal District Sub-Committee/s  
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. All applications received beyond the deadline will not be accepted. Please be guided with the following timelines:

ACTIVITY	Responsible	Timeline
<b>Online Registration of Teacher I applicants</b>  1. All Teacher applicants whether new or old are required to register online at <a href="https://bit.ly/Teacher-1-application">https://bit.ly/Teacher-1-application</a>	Teacher I Applicants  HRMPSB Secretariat	January 20- February 14, 2025
2. Filing and Submission of Application documents to the <b>preferred schools</b> . (For Elementary, Junior HS and Senior HS) <b>Three (3) folders (xerox copies)</b> 1 SDO copy 1 school copy 1 applicant's copy (receiving copy)	Teacher I Applicants	



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(074)614-6918

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3. Receipt of applications, Initial Evaluation of qualifications of applicants and Comparative Assessment

Municipal District  
Sub-Committee/s

February  
17-21,  
2025

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 – **YELLOW**
- \* 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**
- \*STEM – **BLUE**
- \*TVL – **GREEN**
- \*ABM – **YELLOW**

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

**FOLDER FORMAT**

**NAME**  
Font Style: **Eras Bold ITC**  
Font Size: 40  
**Address and Contact No.**  
Font Style: **Century Gothic**  
Font Size: 30  
e. g.: **JUAN B. DELA CRUZ**  
(Old Applicant/New Applicant)  
Taft St., Zone 3, Bangued, Abra  
0935-184-9321  
Mathematics

7 in.

**NAME**  
(Old Applicant/New Applicant/  
Regular Teacher)  
Address  
Contact Nos.  
Major  
Contact No.: \_\_\_\_\_

3.5 in.

**NAME**

**SURNAME, FIRST  
NAME MIDDLE  
INITIAL**  
Font Style:  
**Eras Bold ITC**  
Font Size: 24  
e. g.:  
**DELA CRUZ, JUAN B.**





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1. For old and new applicants, prepare and submit your documents following these guidelines.
2. Use ordinary paper folder (not the glossy one) and all documents should be fastened.
3. Include table of contents after your application letter and use tabs/tabbings to indicate the sequence of your pertinent documents for easy perusal.
4. 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.
5. 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.
6. Applicants are required to follow these guidelines to better facilitate the whole process.
7. For inquiries or clarifications, please contact *Ms. Gemma B. Cabutaje* at 0965-5169360 or *Ms. Florgale B. Panelo* at 0917-7860820 at DepEd Division Office.

- c. All Teacher applicants are required to submit the following documents:
- a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
  - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
  - c. Photocopy of Certificate of Eligibility/Rating/License/ID;
  - 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; 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.
  - 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 (Annex C) **NOT NECESSARILY NOTARIZED**, however it is required to be sworn before any public officer authorized to administer oath; 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



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ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in *letter h* is not relevant to the position to be filled, if applicable.

d. Non-licensed applicants for vacant Teacher I positions in both Elementary and Secondary levels may participate in the hiring process, subject to the parameters and conditions of provisional appointment. Provisional appointments shall only be given to applicants who meet the 50-point cut-off score in the comparative assessment.

e. For special hiring arrangements, **beneficiaries of 4Ps Program, Sa Pinas Ikaw ang Ma'am and Sir (SPIMS) and RA 7687 and RA 10612 Scholarship Programs shall undergo the assessment, but shall be exempted from the 50-point cut-off score.**


f. Retention and updating of points for Teacher I applicants (SY 2024-2025) will be allowed provided that a letter of intent shall be submitted together with the necessary documents (if any) from January 20, 2025 to February 14, 2025. Applicants shall indicate "For retention" or "For updating" whichever is applicable.

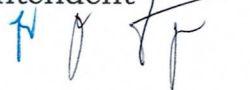
**Note:** For retention of points, a letter of intent should be submitted. There is no need to submit additional documents.

For updating of points, a letter of intent together with the documents to be updated shall be submitted.

3. The composition of sub-committee/s will be announced in a separate memorandum.

4. For immediate dissemination and guidance of all concerned.

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



OSDS/Admin/Per/gbc/fbp



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