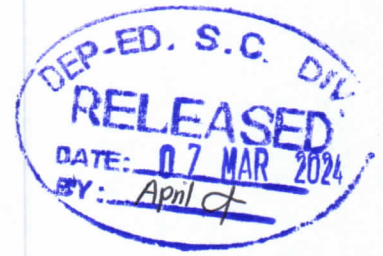




Republic of the Philippines  
Department of Education  
Caraga Region  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



Office of Schools Division Superintendent

March 6, 2024

Division Memorandum  
No. 0125, s. 2024

**HIRING TO TEACHER I POSITIONS FROM ELEMENTARY  
TO SENIOR HIGH SCHOOL FOR SY 2024-2025**

TO: **Assistant Schools Division Superintendent  
Members and Secretariat of HRMP SB  
Division Selection Committee (DSC)  
Public Schools District Supervisor  
Members and Secretariat of District Promotion and Selection Board  
Applicants  
This Division**

1. In anticipation of the new Teacher items and/or vacancies due to promotion / resignation for SY 2024 -2025, all public-School Heads are directed to accept applicants for Teacher I Position (Kindergarten, Elementary, Junior High, and Senior High School) starting March 6, 2024, to March 19, 2024. The School Heads shall organize the School Screening Committee pursuant to DepEd Order No. 007, s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
2. Applicants are encouraged to register online through this link <https://bit.ly/DepEdSCApplicationForm> before submitting their pertinent papers to the nearest District Office through the District Supervisor/School Head. Applicants with incomplete documents shall not be considered for inclusion in the Comprehensive Assessment Report (CAR) as official applicants for Teacher I positions for SY 2024-2025.
3. Previous applicants who have been included in CAR\_RQA SY 2023-2024 but have not yet been appointed and wish to re-apply for CAR\_RQA SY 2024-2025 must submit updated pertinent documents. Applicants may indicate in the letter of intent if they wish to undergo the regular

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selection process or opt to retain their scores on Teacher Reflection Form (TRF) and Demonstration Teaching and update only their documents.

4. Teacher applicants may apply for two or more programs if they meet the qualifications standards. If the applicants opt to apply for two or more programs, they shall submit their documents and undergo the selection process for each program applied. National Certificate (NC II) and Trainer's Methodology Certificate (TMC) issued by TESDA is a must to qualify for any TVL SHS teaching positions.
5. Applicants are advised to use ear tubs and arrange all documents in the order mentioned in the checklist.
6. Enclosure No. 1 is the checklist or required documents for submission by the teacher-applicants. All application folders shall use ear tubs arranging the documents in the order mentioned in the checklist.
7. Below is the selection process timeline:

<b>Date</b>	<b>Activities</b>	<b>Remarks</b>
March 6-19, 2024 (until 5pm on March 15, 2024)	Online Registration and submission of application and other pertinent documents to the District Screening Committee (DSC) of the District Offices.  In case an applicant submits the application without prior online registration, the AO II shall assist the applicant to facilitate the online registration.  District Screening Committee starts evaluating the submitted documents.	<ul style="list-style-type: none"><li>• SSC shall check the completeness of documents. Only those with complete documents shall be considered in the official list of applicants.</li><li>• A checklist of required documents shall be attached by the SSC to every applicant's folder.</li><li>• The Administrative Officer II shall check the online registration before accepting the pertinent documents.</li></ul>
March 21, 2024	Consolidation and Submission of District official list of applicants together with their initial ratings of	<ul style="list-style-type: none"><li>• Only those with complete documents shall be considered</li></ul>

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	documents to the Division Screening Committee (DSC).	
March 22-26, 2024	DSC Review and validate of pertinent documents of CAR-applicants.	
April 1-5, 2024	Schedule of Demonstration and reflection for CAR-applicants.	DSC, HRMPSB, DFTAT shall be part of the observers/raters
April 8-9, 2024	Consolidation of Demo and Reflection Rating at the SDO.	
April 10-12, 2024	Validation, deliberation, and finalization of CAR-RQA by the DSC/ HRMPSB	
April 15-19, 2024	Posting of DSC-validated and deliberated results in conspicuous places for comment/query by applicants	<ul style="list-style-type: none"><li>• Only with this period shall queries/questions and comments be entertained by the Division Screening Committee</li><li>• Only code names of the applicants shall be posted with their corresponding points.</li></ul>
April 22, 2024	Submission of CAR-RQA to the Office of the SDS for approval.	
April 23, 2024	Disseminating thru a Memorandum and Posting of approved CAR-RQA in conspicuous places.	

8. Immediate dissemination of this memorandum is desired.

**MARILOU B. DEDUMO, PhD, CESO V**  
Schools Division Superintendent

Enclosure: Enclosure 1 Checklist of Required Documents

Reference/s: DepEd Order 007, s. 2023

To be included in the Perpetual Index under the following subjects:

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Enclosure No.1

**NAME:** \_\_\_\_\_ **COURSE:** \_\_\_\_\_

**LEVEL APPLIED FOR:** \_\_\_\_\_ **SPECIALIZATION:** \_\_\_\_\_

**Checklists of Required Documents**  
**(As per DepEd Order No. 007, s. 2023)**

REQUIREMENTS	YES	NO
a. Letter of Intent		
b. Duly accomplished PDS (CSC Form No. 212, Revised 2017)		
c. Photocopy of valid and updated PRC License/ID		
d. Photocopy of Certificate of Eligibility/Rating		
e. Photocopy of Scholastic/academic record e.g., TOR, Diploma		
f. Photocopy of certificate/s of trainings, <b>if applicable</b>		
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, <b>if applicable</b>		
h. Photocopy of latest appointment, <b>if applicable</b>		
i. Photocopy of Performance Rating in the last rating period, <b>if applicable</b>		
j. Checklist of requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of the documents submitted and Data Privacy Consent Form pursuant to RA 10173		
k. Means of Verification (MOVs) for Application of Education, <b>if applicable</b>		
l. Means of Verification (MOVs) for Application of Education, <b>if applicable</b>		
m. Means of Verification (MOVs) for Application of Learning and Development/Training, <b>if applicable</b>		
n. Photocopy of the Performance Rating obtained from the relevant work experience, that is, if item No. 9 is not relevant to position applied for, <b>if applicable</b>		

**NOTE:** Individual who failed to submit complete mandatory documents (*item a to j*) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants (DO 007, s. 2023).

This is to certify that \_\_\_\_\_ has submitted complete mandatory/required documents for application.

\_\_\_\_\_  
 (Name and signature of School Heads)  
 Date: \_\_\_\_\_

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