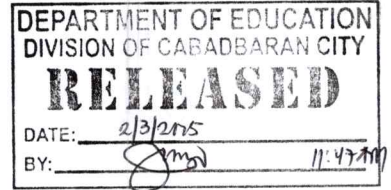




Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF CABADBARAN CITY



January 31, 2025

DIVISION MEMORANDUM

No. 075 s. 2025

ACCEPTANCE OF PERTINENT DOCUMENTS FOR TEACHING POSITIONS FOR SY 2025-2026 FOR ALL LEVELS (Kinder, Elem, JHS & SHS)

1. Pursuant to DepED Order No. 7, s.2023 “Guidelines on Recruitment, Selection, and Appointment in the Department of Education” specifically on the “Criteria and Point System for Hiring to Teacher I (Kindergarten to Grade 12) Positions” which upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan that ensure the placement of the right people for the right job at the right time. It is aimed at ensuring that the organization and its human resources are able to respond to challenges and opportunities of the 21st century with focus on the delivery of quality, accessible, relevant, and liberating basic education.

2. All applicants within or outside DepEd shall register at <https://bit.ly/depedcabadbaran-application> where they must encode their Personal Data Sheet for online registration of the application irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity and political beliefs. In the submission of application requirements, application number must be indicated.



3. Application letters must be addressed to:

IMELDA N. SABORNIDO, PhD.
 Schools Division Superintendent
 Division of Cabadbaran City

4. Application folder shall then be submitted to the School Head of Elementary, Secondary and Senior High Schools nearest to your residence supported by the following documents:



Km. 1, Hinagdanan, Comagascas,
 Cabadbaran City, Agusan del Norte
 Tel. no. (085) 818-0345
 Email: cabadbaran.city@deped.gov.ph



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- a. Letter of Intent addressed to the Head of Office;
- b. Duly accomplished PDS (CS Form 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, 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;
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest promotion 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 A), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - k.1 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
 - k.2 Photocopy of the Performance Rating obtained from the relevant work experience, if performance Rating is not relevant to the position to be filled, if applicable.

5. Applicants who failed to submit complete mandatory documents (a-j) on the set deadline indicated in this memorandum shall **NOT** be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (k) shall not warrant exclusion from the pool of official applicants.

6. **NO** additional documents shall be accepted after the set deadline, as indicated in this memorandum.

7. All official applicants in the pool shall be assigned with application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

8. An internal applicant occupying a position shall **NOT** be automatically included in the pool of official applicants, and shall **NOT** be exempted from the submission of documentary requirements listed above.

9. The applicants assume full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. The HRMO through the AO II with the school level committee shall check and verify the completeness,



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authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.

10. Application must be in **One (1)** Long Folder with cover page and tabbing to wit:

- Elementary – White Folder**
- Junior High School – Blue Folder**
- Senior High School – Green Folder**

11. School Screening Committee shall observed the following functions to wit:

- a. Ensures that the step-by-step procedure in applying for Teacher I positions, including copy of this memorandum, must be posted.
- b. Receives applications and documents.
- c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents.
- d. Checks the status of submission of mandatory documents in the Checklist of Requirements if complied.
- e. Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee, albeit such submissions must be noted and marked by the Committee.
- f. Produces received copy of the checklist of requirements to the applicants indicating the status of submission. The copies are then to be compiled and are to be kept in the office of the School Head for record & tracking purposes.

12. Deadline for submission of the application folders in the SCHOOL LEVEL will be on February 19, 2025.

13. The finality of the submission of the applicants' pertinent papers stipulated in this memo is absolute. **Hence, any submission of the latter after the deadline would no longer be accepted.**

14. Endorsement of Application Folders from Schools by the Administrative Officer II to Division Office through the HRMO will be on **February 25, 2025.**

15. Point System for Comparative Assessment for Teacher I Positions

Criteria	Maximum Points
Education	10
Training	10
Experience	10
PBET/LET/ LEPT Rating	10
PPST COIs (Class Observation/Demonstration Teaching)	35
PPST NCOIs (Teacher Reflection)	25
TOTAL	100



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16. All qualified applicants are hereby informed of the minimum Qualification Standards for Teacher I Position to wit:

Level	Education	Experience	Training	Eligibility
Elementary	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Licensed Elementary Teacher)
Kindergarten	Bachelor's degree in Early Childhood Education (BECED) or its equivalent	None required	None required	RA 1080 (Licensed Elementary Teacher)
Junior High School	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Licensed Secondary Teacher)
Senior High School – Academic Track	Bachelor's Degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	RA 1080 (Licensed Secondary Teacher); if not (Licensed Secondary Teacher), they must pass the LET Secondary within (5) years after the date of first hiring
Senior High School – TVL Track	Bachelor's Degree; or completion of technical-vocational course(s) in the area of specialization	None Required	At least NC II *Appropriate to the specialization	RA 1080 (Licensed Secondary Teacher); if not (Licensed Secondary Teacher), they must pass the



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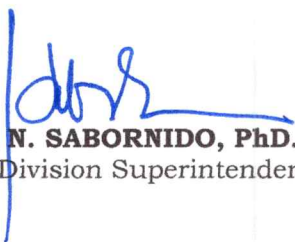
	For Teacher II			LET Secondary within (5) years after the date of first hiring
	Bachelor's Degree; or completion of technical-vocational course(s) in the area of specialization	(6) months relevant teaching experience or (6) months of industry work experience	At least NC II + TMC I *Appropriate to the specialization	

17. Applicants who do not meet the minimum qualification standards for the position upon initial evaluation by the HRMO shall be disqualified and excluded to undergo the selection process.

18. Applicants who are already in the Registry of Qualified Applicants (RQA) for the School Year 2024-2025 but were not yet hired are given the option to **update or retain** the points earned in the previous ranking process.

19. Old applicants shall indicate in their application letter their intent to retain or update the points earned in the previous ranking process and **will no longer have to undergo the Teacher's Narrative Reflection and Teaching Demonstration**. The points earned in **Education, Training and Experience** may be updated if additional documents are submitted to augment their previous rating.

20. Immediate and widest dissemination of this memorandum is desired.


IMELDA N. SABORNIDO, PhD.
 Schools Division Superintendent



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of 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			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, 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			
k.	Other documents as may be required for comparative assessment:			
	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			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

AMIE ROUZELA P. CORNITES

Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

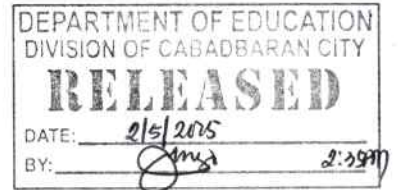
Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF CABADBARAN CITY



February 5, 2025

DIVISION MEMORANDUM

No. 084 s. 2025

TIMELINE OF RANKING PROCESS AND SUB-COMMITTEES FOR TEACHER I APPLICANTS IN ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL LEVEL FOR SY 2025-2026

To: Assistant Schools Division Superintendent
 Division Chiefs
 Education Program Supervisors
 Elementary/ Secondary School Heads
 This Division

1. The field is hereby informed of the timeline in ranking process for teacher I position to wit:

DATE	Activities	Remarks
March 3-14, 2025	Conduct of Initial Evaluation by the HRMO as to the verification of authenticity and veracity of submitted documents	The HRMO shall assign Application Code thru the Application Management System after verification of submitted documents
March 25, 2025	Virtual Orientation of Applicants and Sub-Committees	Link: -----
April 2, 2025 – ELEM April 3, 2025 – JHS April 4, 2025 - SHS	Conduct of Open Ranking for Education, Training & Experience	Applicants will be given schedule (3 rd floor Division Office)
April 23-25, 2025	Conduct of Demo-Teaching	CASOCES – Elem Level CCNHS JHS – JHS Level CCNHS SHS – SHS Level
April 28, 2025	Conduct of Teacher Reflection	CCNHS - JHS
May 5, 2024	Deliberation of Ranking Results	<i>(Subject to change and availability of HRMPSB)</i>



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May 21, 2024	Posting of Comparative Assessment Result & Registry of Qualified Applicants	(Subject to Change)
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2. The Human Resource Merit Promotion Selection Board (HRMPSB) shall conduct and facilitate the evaluative assessment thru Open ranking system of teaching applicants under **Education, Training, Experience and Eligibility** criteria.

3. The following Sub-committees shall facilitate the conduct of **Classroom Observation/Demonstration Teaching and Teacher Reflection** criteria.

Kindergarten/Elementary:

Chairman : Ruby C. Limen, PhD.
Members : Marie Fe C. Dultra, PhD.
Prelyn P. Sandimas
Yvone R. Avila
Isabelo R. Gutierrez, Jr.
Jessica A. Cebrian
Marilou Asotigue

Junior High School:

Chairman : Joel S. Nakila
Members : Severiano D. Casil
Dores P. Claro
Jester P. Ceballos
Susan C. Corvera
Junnel E. Magaway
Mario Jickey C. Perang
Edwin Capon

Senior High School:

Chairman : Jonivil L. Vidal, PhD.
Members : Joel L. Pelenio, PhD.
Ruther B. Forinas
Napoleon E. Bolambot
Alice B. Maglinte
Maribeth C. Cabradilla
Marina Bihag

4. Immediate and widest dissemination of this memorandum is desired.


IMELDA N. SABORNIDO, PhD.
Schools Division Superintendent