



Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



January 16, 2024

**DIVISION MEMORANDUM**

No. 44, s. 2024

**RECRUITMENT, EVALUATION, AND SELECTION OF TEACHER APPLICANTS  
FOR TEACHING POSITIONS IN ELEMENTARY, JUNIOR, AND SENIOR HIGH  
SCHOOL FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors (EPSs)  
District In- Charge (PSDICs)  
Public Elementary & Secondary School Heads  
Section Heads  
All Others Concerned  
This Division

1. This Office announces the recruitment, evaluation, and selection of teacher applicants for teaching positions to fill up either new item or natural vacancies for Elementary, Junior High School and Senior High School per DepEd Order No. 7, s. 2023 entitled "Guidelines on Recruitment, Selection and Appointment in the Department of Education" for the school year 2023-2024.

2. The policy shall guide personnel and stakeholders toward a systematic and competency-based process in the recruitment, selection and appointment to the positions in the First and Second levels, including Second level executive/managerial positions, in the Central Office (CO), Regional Offices (RO), Schools Division Offices (SDOs), and Schools. A copy of this memorandum is available at the Department of Education website and can be accessed thru the link [https://www.deped.gov.ph/wp-content/uploads/DO\\_s2023\\_007.pdf](https://www.deped.gov.ph/wp-content/uploads/DO_s2023_007.pdf)

3. This Office strictly adopts the Equal Opportunity Principle (EOP). Thus, all interested qualified applicants regardless of age, civil status, disability, religion, ethnicity, and political affiliation must submit their pertinent papers addressed to Chairperson of the Recruitment and Selection Committee.

4. Two sets of written application supported by the documents stated below shall be submitted on or before **March 1, 2024**, to the Office of the School Head where they wish to apply, preferably, a school near their residence. Documents shall be arranged in the following order, to wit:

- a) CSC Form 212 (Revised 2017) with 2x2 ID picture;



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- b) Certified copy of Transcript of Records with Weighted General Average (WGA) signed by the Registrar;
    - i. For Education Graduates – WGA of the Baccalaureate Course
    - ii. For Second Coursers- WGA of the Baccalaureate Course plus 18 education units;
  - c) Certified photocopy of Certificates of relevant Trainings/ Seminars attended;
  - d) Copies of Service Records/Certificate of Employment for those with teaching experiences. If unavailable, the applicant must submit a justification citing the reason/s for unavailability;
  - e) Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)Professional Board Examination for Teachers (PBET);
  - f) Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office;
  - g) Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee;
  - h) NBI Clearance; and
  - i) Omnibus Sworn Certification of the Completeness, Authenticity and Veracity of all Documents submitted, signed by the applicant.
5. In the preparation of the pertinent documents, applicants shall observe the following:
- Color Coding of Long-size Folders

Pink	-	Kindergarten
Orange	-	SPED
Green	-	Elementary
Blue	-	Secondary
Red	-	Senior High School
  - Observe proper arrangement, fastening and tabbing.
  - The pertinent papers shall be arranged according to what are enumerated in paragraph 3 of this Memorandum.





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- There must be a table of contents at the top of these documents and each sheet must bear a page number.
- The documents shall be fastened at the top portion inside the folder while the tabbing, according to the table of contents (a-i) shall be at the right side of the documents.
- Deliberation sheet shall be stapled at the inside left portion of the folder

6. Qualified applicants shall be assessed based on the criteria set forth in the DepEd Order No. 7, s. 2023 re: “*Guidelines on Recruitment, Selection and Appointment in the Department of Education*” to wit;

CRITERIA	MAXIMUM POINTS POSSIBLE
Education	10
Training	10
Experience	10
PBET/LET	10
PPST COIs (Classroom Observation/Demonstration Teaching)	35
PPST NOIs (Teacher Reflection)	25

7. All applicants shall secure their Unique Application Code (AUC) using the link below;

**<https://bit.ly/APPREGCODE>**

8. The school screening committee shall ensure that all applicants have their own Unique Application Codes and must include to their transmittal for the List of Applicants with corresponding documents by the School Head upon submission to this Office.

9. The School Head shall also submit a softcopy for the list of all their applicants including Application Code, Name, Baccalaureate, Track (for SHS Applicant), Address and Contact Number, and send to the official email address of Personnel Section at [hrtangub@deped.gov.ph](mailto:hrtangub@deped.gov.ph)

10. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. **Any false and fraudulent document submitted shall be ground for disqualification.** No additional documents will be accepted beyond the deadline.



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11. Applicants who failed to submit mandatory requirements on the set deadline indicated in this memorandum/call for applications shall warrant **exclusions from the pool of official applicants**.
12. All applicants are considered **NEW APPLICANTS**. Therefore, they must go through the entire screening process. They must also bring the original copy of the documents during submission to the school screening committee.
13. It shall be the task of the Schools Screening Committee to verify against the original documents and certification as to completeness, veracity, accuracy and authenticity of documents.
14. It shall be the task of the Division Sub-Committee to ensure the completeness, veracity, accuracy, and authenticity of documents. They shall identify qualified or disqualified applicants by preparing the Initial Evaluation Report.
15. Enclosed are the following:  
  
Enclosure No. 1 – Schedule of activities related to Ranking of Teacher Applicants  
Enclosure No. 2 – School Screening and Division Selection Committees and Sub-Committee  
Enclosure No. 3 – Demonstration Teaching Observers and Teacher’s Reflection Form Evaluators  
Enclosure No. 4 – Annex C (Checklist of Requirements and Sworn Statement)
16. Immediate dissemination of this Memorandum is highly enjoined.

**SHAMBAEHA ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent

SAAU/LMCB/01-16-2024  
To be indicated in the Perpetual Index  
Under the following subjects:

APPOINTMENT  
PROMOTION  
HUMAN RESOURCE  
PERSONNEL SELECTION BOARD  
RANKING



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Enclosure no.1 to Division Memorandum No. 44 s. 2024

**SCHEDULE OF ACTIVITIES RELATED TO RECRUITMENT, EVALUATION, AND SELECTION OF TEACHER APPLICANTS FOR TEACHER 1 POSITIONS**

February 16, 2024 - Face-To-Face Orientation of Teacher Applicants at Division Conference Hall

BATCH	TIME	LEVEL
1 <sup>st</sup> Batch	9:00-11:00 AM	Elementary
2 <sup>nd</sup> Batch	1:00-3:00 PM	Junior and Senior High School

- March 1, 2024 - Submission of pertinent documents to the Office of the School Head where the applicants wish to apply, preferably, a school near their residence.
- March 2-7, 2024 - Screening of documents by the School Screening Committee as to completeness, veracity, accuracy and authenticity.
- March 8, 2024 - Submission of the List of Applicants with Unique Application Codes and corresponding documents by the School Head to this Office,  
Attention: Lorena P. Serrano CESE, Assistant Schools Division Superintendent.
- March 18-22, 2024 - Assessment of Documents by HRMPSB Sub-Committee. Applicants were advised to bring the original file of their submitted documents for verification (a separate Memorandum will be issued for the schedule of face-to-face assessment of documents of each applicant)
- March 29, 2024 - Posting of Initial Evaluation Report (IER)
- April 1-5, 2024 - Applicants are given 5 days to clarify their data in the IER
- April 8-12, 2024 - Release of Annex E (Qualification Notice) and Annex F (Disqualification Notice) to the applicants  
- Applicants were advised to get the topic of their assigned School (a separate Memorandum will be issued for the assigned school of each applicant)
- April 15-19, 2024 - Applicant's Demonstration Teaching and to accomplish Teacher's Reflection Form (Annex N)



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**Demonstration Teaching Venue**

DATE	LEVEL	SCHOOL
April 15-19, 2024	Elementary	Tangub City Central School
		Maloro Integrated School
		Maquilao Integrated School
	Junior High School	Tangub City National High School
	Senior High School	Tangub City National High School

April 22 to May 3, 2024 - Review and Consolidation of Results. Preparation of the Rank List and RQA.

May 6, 2024 - Submission of CAR & CAR-RQA to the appointing authority

May 7-10, 2024 - Reproduction of the RQA.

May 13-14, 2024 - Posting of RQA on the DepEd website, and in conspicuous places. Furnishing copies to Civil Service Commission and other concerned agencies.



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Enclosure No.2 to Division Memorandum No. 44, s. 2024

**SCHOOL SCREENING AND DIVISION SELECTION COMMITTEES**

**Human Resource Merit Promotion and Selection Board (HRMPSB)**

**Chairperson:**

: ASDS, HRMPSB Chairperson

**Members:**

Lorna C. Peñonal : SGOD Chief, Member  
Delma R. Denapo : Administrative Officer V, Member  
Carelyn I. Villegas : Administrative Officer IV, Member

**Head of Office (Where the Vacancy Exist)**

Christy P. Enoc : DAPPSHI President, Member  
Roger F. Baril : PESPA President, Member  
Angelina B. Buaron : CID Chief, Member  
Marites C. Suminguit : Budget Officer III, Member  
Anna Daphne C. Mugar : Accountant III, Member  
Rene Boy G. Roxas : NEU (Non-Teaching) President, Member

**Secretariat:**

Lovely Marygold C. Borja : Administrative Officer II, Secretariat  
Geraldine C. Benghit : Administrative Officer II, Secretariat  
Amie Fel M. Galariana : Administrative Assistant III, Secretariat

**SUB-COMMITTEES**

**Documents Assessment**

Lorna C. Peñonal : SGOD Chief  
Carelyn L. Villegas : Administrative Officer IV  
Delma R. Denapo : Administrative Officer V  
Sheldon P. Honculada : Education Program Supervisor  
Puriza L. Legaspi : Education Program Supervisor  
Christy P. Enoc : Principal II, DAPSSHI President  
Roger F. Baril : Principal I, PESPA President  
Ma. Sherwin C. Alduheza : Principal I, PSDIC  
Marylyn C. Banawan : Principal I, PSDIC



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**Secretariat:**

Lovely Marygold C. Borja	: Administrative Officer II
Geraldine C. Benghit	: Administrative Officer II
Freche T. Arabejo	: Administrative Officer II
Reabelle Anne I. Huertas	: Administrative Officer II
Armando D. Cabahug	: Administrative Officer II
Leonora P. Gulle	: Administrative Officer II
Leomar C. Abatayo	: Administrative Officer II
Amie Fel M. Galariana	: Administrative Assistant III

**Demonstration Teaching Observer and Teacher's Reflection Form  
Evaluators**

Roger F. Duhaylungsod	: Education Program Supervisor
Relita P. Decina	: Education Program Supervisor
Puriza L. Legaspi	: Education Program Supervisor
Romel E. Huertas	: Education Program Supervisor
Clariza P. Cathedral	: Education Program Supervisor
Jolito P. Vince	: Education Program Supervisor
Wilfredo B. Cañete	: Education Program Supervisor
Gina L. Mandawe	: Education Program Supervisor
Ma. Sherwin C. Alduheza	: Principal I/DIC
German C. Suminguit Jr.	: Principal I/DIC
Nilo F. Lumayot	: Master Teacher II/DIC
Titchie Nee F. Roloma	: Principal I/DIC
Marylyn C. Banawan	: Principal I/DIC
Nildie A. Malabosa	: Principal I/DIC
Sherly C. Alivio	: Principal I/DIC
Eleazar B. Peñonal	: Principal I/DIC
Christy P. Enoc	: Principal II, DAPSSHI President
Roger R. Baril	: Principal I, PESPA President
Junnifer G. Gutang	: Principal II
Herlyn Q. Senarillos	: Principal I
Judy Marie F. Cabrera	: Principal I
Annabelle H. Conol	: Principal I
Ivy T. Lagat	: Head Teacher III
Loromer T. Carpio	: Head Teacher III
Susan A. Libonfacil	: Principal I
Joford B. Magante	: Head Teacher III
Gladys Ann E. Cuasito	: Head Teacher I
Annalyn G. Quiap	: Head Teacher III
Nonito G. Banawan	: Principal I
Maristhel B. Gutang	: Head Teacher





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Freche T. Arabejo	: Administrative Officer II
Reabelle Anne I. Huertas	: Administrative Officer II
Armando D. Cabahug	: Administrative Officer II
Leonora P. Gulle	: Administrative Officer II
Leomar C. Abatayo	: Administrative Officer II



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Enclosure No.3 to Division Memorandum No. 44, s. 2024

**DEMONSTRATION TEACHING OBSERVERS AND TEACHER'S  
REFLECTION FORM EVALUATORS  
(April 15-19, 2024)**

GROUP	Members	GROUP	Members
<b>Group 1</b>	Roger F. Duhaylungsod Titchie Nee F. Roloma Maristhel B. Gutang	<b>Group 6</b>	Nildie A. Malabosa Gladys Ann E. Cuasito Annalyn G. Quiap
<b>Group 2</b>	Ma. Sherwin C. Alduhcza Loromer T. Carpio Nonito G. Banawan	<b>Group 7</b>	Clariza P. Catcdral Sherly C. Alivio Ivy T. Lagat
<b>Group 3</b>	Relița P. Decina German C. Suminguit Annabelle H. Conol	<b>Group 8</b>	Jolito P. Vince Christy P. Enoc Junnifer G. Gutang
<b>Group 4</b>	Puriza L. Legaspi Nilo F. Lumayot Judy Marie F. Cabrera	<b>Group 9</b>	Gina L. Mandawe Eleazar B. Peñonal Joford B. Magante
<b>Group 5</b>	Romel E. Huertas Marylyn C. Banawan Susan A. Libonfacil	<b>Group 10</b>	Wilfredo B. Cañete Roger R. Baril Herlyn Q. Senarillos

SECRETARIAT	GROUP
Reabelle Anne I. Huertas	1 & 2
Leomar C. Abatayo	3 & 4
Freche T. Arabejo	5 & 6
Armando D. Cabahug	7 & 8
Leonora P. Gulle	9 & 10



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## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or 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 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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:

\_\_\_\_\_  
 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.