



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

May 5, 2023

DIVISION MEMORANDUM

No. 0126, s. 2023

**CALL FOR TEACHER APPLICANTS FOR TEACHER I POSITIONS
SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent
Chief Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals in-Charge
Unit/Section Heads
Elementary and Secondary School Heads
Human Resource Merit, Promotion and Section Board
School Screening Committee
All Others Concerned

1. In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) and DepEd Order No. 007, s. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Office hereby announces the **Call for Teacher Applicants for Teacher I Positions for School Year 2023-2024** adhering to the principle of the Open Ranking System/One Stop Shop Evaluation Process.

2. Interested and qualified applicants regardless of gender or sexual preference, civil status, age, disability, religion, ethnicity and membership in any indigenous community are invited to apply.

3. The following are the application requirements to be submitted in one folder to the preferred school through the School Screening Committee (SSC) labeled, **Pertinent Papers for Ranking for Teacher I Position**, specifying whether elementary, junior high school or senior high school, to wit:

1. *Application Letter addressed to the Office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE JR., PhD, CESO VI**, OIC - Schools Division Superintendent c/o Ms. Eunice V. Taringting, HRMPSB Secretariat, Mobile Number: 09606603646, Payroll Unit, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman Northern Samar, 6400;*
2. *Notarized CSC Form 212 (revised 2017);*
3. *Certified true copy of Transcript of Records (TOR);*
4. *Authenticated PRC Professional Teacher ID Card;*



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Division Official Website: <https://depednsamar.ph>



5. *Authenticated PRC Certification of LET rating;*
6. *Certificate of trainings earned after graduation in college;*
7. *Service Record with Certificate of Employment, if any;*
8. *Certified true copy of Performance Ratings, if any;*
9. *Certified true copy of Voter's ID (for Elementary Teacher Applicants); and*
10. *Notarized Omnibus Certification of Authenticity and Veracity of all documents submitted and signed by the applicant.*

4. The SSC shall look into the authenticity and completeness of the documents submitted. For Junior and Senior High School applicants, the SSC must check if the documents are aligned with their specializations. Once checked and verified, said application documents shall be returned to applicants and must be stamped **received, complete and verified**.

5. Applicants shall bring with them their stamped application folder during their scheduled Demonstration Teaching and Weight Allocation or Point System for Comparative Assessment.

6. Applicants are required to wear corporate attire during the Division Evaluation and Selection Process (One-Stop Shop/On-the-Spot Evaluation System).

7. The SSC shall refuse acceptance of any application beyond the deadline set by this Memorandum and shall provide a shortlist of screened applicants to be submitted to the Human Resource Management Office (HRMO), this Schools Division.

8. The following schedule of activities shall be strictly observed:

Activities	Dates	Person/s in-Charge
Orientation of Applicants	May 18, 2023(First District) May 19, 2023 (2nd District)	HRMPSB
Submission, Screening, and Acceptance of Application	May 22 – June 9, 2023	School Screening Committee (SSC)
Submission of Shortlisted Applicants to SDO HRMO	June 13, 2023	SSC, HRMO
Demonstration Teaching and Weight Allocation or Giving of Points for Comparative Assessment (One Stop Shop)	Elementary June 14 - 20, 2023 Junior High School June 21 - 27, 2023 Senior High School June 28 -July 04, 2023	Division Selection Committee (DSC), Human Resource Merit, Promotion, and Selection Board (HRMPSB)
Deliberation of Results	July 5, 2023	DSC, HRMSPB
Posting of Results for Verification	July 6 - 14, 2023	DSC, HRMPSB
Posting of Registry of Qualified Applicants	July 24, 2023	DSC, HRMPSB

7. The Criteria and point system for evaluative assessment for Teacher I positions are as follows:

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

8. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR., PhD, CESO VI
 OIC-Schools Division Superintendent

Enclosure:

- Enclosure No. 1 The Division Evaluation and Selection Process (One-Stop Shop)*
- Enclosure No. 2 Number of Vacant Teaching positions*
- Enclosure No. 3 HRMPSB Sub-Committee Members for Teacher Applicants*

References:

- ORA OHRA 2018*
- DepEd Order No. 007, s. 2023*
- Division Memorandum 0125, s. 2023 (HRMPSB Composition)*

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

Recruitment, Selection, Hiring SSC/DSC/HRMPSB Teacher 1
Application

Enclosure No. 1

THE DIVISION EVALUATION AND SELECTION PROCESS

(One-Stop Shop/On-the-Spot Evaluation System)

FIRST STOP – APPRAISAL OF DOCUMENTS

(Catarman I Gym)

1. Applicant approaches the table of the secretariat and registers his/her name on the Registration Form and gets his/her queue number.
2. He/she then proceeds to the appraisers for the evaluation of his/her documents under Education, Training, Experience, LET/PBET/LEPT Rating, PPST Classroom Observable Indicators (COI) and PPST Non-Classroom Observable Indicators (NCOI).
3. The appraiser gives the points/ratings earned by the applicant in the area evaluated and affixes his/her signature.

SECOND STOP – INTERVIEW, DEMONSTRATION TEACHING, DEMONSTRATION OF SKILL

The Applicant, per instruction from the secretariat, may go to any of the following STOPS:

A. DEMONSTRATION OF SKILLS FOR SPECIALIZED TRAINING

(Catarman I Central School/ Assigned rooms are to be announced)

1. The applicant proceeds to Catarman I Central School Gym for the Demonstration of Skills and looks for the booth where his/her area of specialization is situated.
2. The applicant presents to the TVL TWG in-charge to appraise the skills demonstration the slip of paper given by the appraiser of document for specialized training.
3. After the demonstration, the member of the TWG indicates on the slip of paper the rating obtained by the applicant and affixes his/her signature.
4. The applicant returns to the Bulwagan ng mga Guro and presents the slip of paper bearing his/her rating and signature of the TWG to the appraiser for specialized training for proper documentation.

B. DEMONSTRATION TEACHING

(Catarman I Central School/ Assigned rooms are to be announced)

1. The applicants proceed to the allocated area for his/her district for the Demonstration Teaching and waits for his/her turn.
2. The Division Selection Sub-Committee shall evaluate the applicant's rating for the Demo Teaching using the prescribe rubrics.

3. After the demo teaching, the committee indicates on the Evaluation Form the rating obtained by the applicant and the Chairman affixes his/her signature on the said form.

C. INTERVIEW

(Library Hub Conference Room)

1. The applicant proceeds to the Library Hub for the interview and waits for his/her turn.
2. Applicant shall be rated based on the competencies and standards indicated in DepEd Order No. 007, s. 2023.
3. The Division Personnel Selection Board conducts the interview and evaluates the rating obtained by the applicant.
4. After the interview, the Chair indicates the rating obtained by the applicant on the Evaluation Form and affixes his/her signature.

LAST STOP – CONSOLIDATION OF POINTS

(Bulwagan ng mga Guro)

- A. The applicant presents his/her document, together with the Evaluation Form, to the Secretariat in-charge to consolidate the total points earned in the different criteria.
- B. The secretariat encodes the name of the applicant in the Master list and the total points earned.
- C. The applicant, before leaving the Division Office, is requested to sign on the Evaluation Form his/her attestation of the result of the Evaluation and Selection Process. However, he/she is made to understand that the result is subject to change should there be errors inadvertently committed in the course of the evaluation process.

Enclosure No. 2 Number of Vacant Teaching positions

ELEMENTARY

TEACHING POSITIONS	NO. OF VACANT POSITIONS
Master Teacher I	1
Teacher III	3
Teacher II	11
Teacher I	19
Total	34

SECONDARY

TEACHING POSITIONS	NO. OF VACANT POSITIONS
Master Teacher I	1
Teacher III	6
Teacher II	5
Teacher I	5
Total	17

SENIOR HIGH SCHOOL

TEACHING POSITIONS	NO. OF VACANT POSITIONS
Master Teacher I	1
Special Science Teacher I	3
Teacher III	2
Teacher II	4
Teacher I	4
Total	14

Catubig Valley National High School	NO. OF VACANT POSITIONS
Master Teacher I	1

Capul Agro-Industrial High School	NO. OF VACANT POSITIONS
Master Teacher I	2

San Isidro Agro-Industrial High School	NO. OF VACANT POSITIONS
Master Teacher III	1

Basilio B. Chan Memorial Agricultural and Industrial School	NO. OF VACANT POSITIONS

Master Teacher II	1
Master Teacher I	2
Teacher I	1
Allen National High School	NO. OF VACANT POSITIONS
Master Teacher II	1
Teacher III	1
Bobon School for Philippine Craftsmen	NO. OF VACANT POSITIONS
Master Teacher I	2
Master Teacher I	1
Teacher I	1
Catarman National High School	NO. OF VACANT POSITIONS
Teacher III	1
Teacher II	3
Teacher I	1
Gala Vocational School	NO. OF VACANT POSITIONS
Master Teacher II	1
Master Teacher I	2
Teacher III	3
DJFANHS (San Roque National High School)	NO. OF VACANT POSITIONS
Master Teacher I	1
Teacher III	2
San Antonio Agricultural and Vocational School	NO. OF VACANT POSITIONS
Master Teacher I	1
Mapanas Agro-Industrial High School	NO. OF VACANT POSITIONS
Master Teacher I	1
San Roque-Pambujan Vocational High School	NO. OF VACANT POSITIONS
Teacher II	3
San Vicente School of Fisheries	NO. OF VACANT POSITIONS
Teacher II	1

Enclosure No. 3 HRMPSB Sub-Committee Members for Teacher Applicants

CRITERIA (DO #7, S. 2023)	Team Leader	Members
Education	Alex B. Rejuso	Bea Olmedo Sheila Ann Rodriguez
Training	Anecita B. Marzol	Eva Baldoza Mark Manalo
Experience	Sylvia Villanueva	Elvira Ribo Jo-ann Lutao
PBET/LET Rating	Lucila Balondo	Relita Salazar Merry Lou Cuanico
PPST Classroom Observation Indicators	<p>For Elementary: Lucila R. Balondo (San Vicente, Victoria and San Isidro)</p> <p>Anecita B. Marsol (Capul, San Antonio and Allen)</p> <p>Omar O. Ty (Lavezares, Biri, Rosario and San Jose)</p> <p>Manuel I Lipata (Bobon and Catarman)</p> <p>Felix J. Ladeño (Lope de Vega, Silvino Lobos and Catubig)</p> <p>Sylvia D. Villanueva (Laoang and Palapag)</p>	<p>Petronilo Panis Lenore Salor Gena Lingling Gigi Cabullo</p> <p>Maribel Formaran Joel Salor Denmark Fernandez Pedro Vargas</p> <p>Agustin Estinopo Erma Parina Elena Flores Eleanor Bido Raquel Perfas</p> <p>Allan Acedera Francisco Botaire Marlo Longcop Ruth Capaz Mary Jean Aguire Arnio Saludario Marivic Estavillo</p> <p>Arnoldo Rosales Carlos Balanquit Marlon De Asis Dionesio Nueva Zorayda Bulusan</p> <p>Epigenia Po Lucio Lobos Silvano Pinca Janette Cerbito Edilberto Poso Rolando Gorembalem Roberto Galono Meriam Reyes</p>

	<p>Julito Lagrimas (Mondragon, San Roque and Pambujan)</p> <p>Emily M. Adarayan (Mapanas, Gamay, Lapinig, and Las Navas)</p> <p><u>For Junior HS:</u> Lucila R. Balondo (TLE/TVL)</p> <p>Anecita B. Marsol (Araling Panlipunan)</p> <p>Julito E. Lagrimas (Filipino)</p> <p>Omar O. Ty (MAPEH)</p> <p>Manuel I. Lipata (Mathematics)</p> <p>Sylvia D. Villanueva (English)</p> <p>Emily M. Adrayan (Science)</p> <p>Felix J. Ladeño (EsP)</p> <p><u>For Senior HS:</u> Felix J. Ladeño (General Academics)</p>	<p>Nimfa Magpayo Brenda Villadolid Venus Malobago Esther Dela Cruz Roselyn Sosing Geroldo Lobos</p> <p>Marialita Orio Rico Baladad Mario Nazam Liza Engo Marites Mahinay Alma Solayao Nestor Ada</p> <p>Dolorita Gorembalem Cesar Torres Ruel Castillo Reynaldo Banjawan Arlyn Clerigo Medardo Gallamora Wenefreda Beduya</p> <p>Marife Bulawan Vina Romance</p> <p>Cristina Giray Myra Bato</p> <p>Riza Paredes Rosalie Matic</p> <p>Villajejan Avila Luisito Fraga</p> <p>Emma Merino Gretta Adora</p> <p>Nimfa Sanico Ostiniano Ongsoto</p> <p>Joey Tadeo Odette Acedera</p> <p>Anecita B. Marsol John Delorino Melca Peru</p>
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	<p>Manuel I. Lipata (STEM)</p> <p>Julito E. Lagrimas (HUMSS)</p> <p>Sylvia D. Villanueva (ABM)</p> <p>Lucila R. Balondo (TVL)</p>	<p>Emily M. Adrayan Robert Galono Rodel Estrellado</p> <p>Omar O. Ty Ramon Lobos Michelle Probadora</p> <p>Nelida M. Lobos George Pinca Gary Vacunawa</p> <p>Isagani E. Licas Rhea Ballela Maria Teresa Badilla Venancio Albasin Leonida Longcop Liza Baluyot Michael Esposo Lilia Magistrado</p>
PPST Non-Classroom Observable Indicators	<p>Group 1: Crista Joy C. Abogadie ASDS</p> <p>Group 2: Noe M. Hermosilla SGOD Chief</p> <p>Group 3: Alex B. Rejuso CID OIC-Chief</p>	<p>Julito E. Lagrimas Manuel I Lipata Lucila R. Balondo</p> <p>Sylvia D. Villanueva Omar Ty Emily M. Adrayan</p> <p>Felix J. Ladeño Anecita B. Marsol Isagani E. Licas</p>
Encoder	Raul Epifanio P. Figueroa, Jr. Mark Manalo	
TWG	HR Staff and AO II Assigned in the Division Office	