



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

Office of the Schools Division Superintendent

June 5, 2023

DIVISION MEMORANDUM

No. 169, s. 2023

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 126, S. 2023 RE: CALL FOR
TEACHER APPLICANTS FOR TEACHER 1 POSITIONS SCHOOL
YEAR 2023-2024**

To: Assistant Schools Division Superintendent
Chief Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals in-Charge
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 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:
 - a. 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, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman Northern Samar, 6400;
 - b. Duly accomplished Personal Data Sheet (CSC Form 212 revised 2017), with work experience sheet if applicable;
 - c. Photocopy of valid and updated PRC License /ID;
 - d. Photocopy of Certification of rating;
 - e. Photocopy of Transcript of Record (TOR) and Diploma, including completion of graduate and postgraduate units/degrees if available;
 - f. Photocopy of Certificate/s of Trainings earned after graduation in college;
 - g. Photocopy of Certificate/s 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 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;
 - 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 Annex C of DepEd Order 007, s. 2023, notarized by authorized Official; and
 - k. Other documents as may be required by the HRMPSB for comparative assessment such as:
 - 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
 - ii Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position;
 - iii Photocopy of COMELEC Voters ID or Certification of Registration for elementary – to apply localization;
3. Per item 20, of DepEd Order 007, s 2023, *Annex C: Checklist of Requirements* shall be attested to by the School Head who shall accept the submitted documents shall attest to the submission of the applicant.
4. Individual applicants shall be required to accomplish and upload a copy of their duly accomplished, attested, and duly notarized Checklist of Requirements – Annex C to the Application Portal for DepEd Northern Samar Division, using the following link and QR Code:

<https://bit.ly/NorthernSamarApplicationPortal2023>

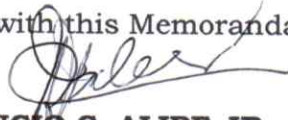


4. Individuals who failed to submit **complete mandatory documents (item 3.a to 3.k) on the deadline shall not be included in the pool of official applicants**, in consonance with item 21 of DepEd Order No. 007, s. 2023
5. The SSC shall use the Annex C Checklist of Requirements to look into the completeness of the documents submitted. For Junior and Senior High School applicants, the SSC must check if the documents are aligned with their specializations.
6. Applicants are required to wear comfortable formal attire during the scheduled Evaluation and Assessment (One-Stop Shop/ On-the-Spot).
7. The SSC shall refuse acceptance of any late applications submitted beyond the deadline set by this Memorandum, per item 22 of DepEd Order No. 007, s. 2023.
8. Applicants shall bring with them their stamped application folder during their scheduled Evaluation and Assessment.

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

Activities	Dates	Person's in-Charge
Submission of applications to the School Screening Committees and Acceptance of Application, uploading of Annex C thru DepEd Online Application Portal	May 22 - June 9, until June 12, 2023	School Screening Committee (SSC)
Submission of Individual Evaluation Results (IERS) Annex D, separate Qualified and Disqualified applicants (soft and hard copy) from SSC to District Administrative Officers and/or District Heads for consolidation.	June 13, 2023	School Screening Committee
Submission of consolidated Individual Evaluation Results (IERS) Annex D, from District to the HRM Office separate Qualified and Disqualified applicants (soft and hard copy)	June 14, 2023	District Administrative Officers and/or District Head
Consolidation of IERS Individual Evaluation Results (IERS) Annex D from the field	June 15-16, 2023	HRM Office
Notification of Applicants (Qualified and Disqualified)	June 19-24, 2023	ICT Office
Posting of Individual Evaluation Results (IER) of Qualified and Disqualified Applicants Posting of Schedule for Evaluation Assessment and Demonstration Teaching of Applicants at the Division Official Website	June 21-25, 2023 June 25, 2023	HRMO ICT Office
Demonstration Teaching and Weight Allocation or Giving of Points for Comparative Assessment (One Stop Shop)	Elementary June 26-30, 2023 Junior High School July 3-7, 2023 Senior High School July 17-21, 2023	Division Selection Committee (DSC), Human Resource Merit, Promotion, and Selection Board (HRMPSB)
Deliberation of Results	July 24, 2023	HRMSPB
Posting of Results for Verification in 3 Conspicuous Places and Official Website Notification of Applicant of the Results of the Deliberation	July 25-30, 2023	HRMO, ICT Office
Posting of Comparative Assessment - Registry of Qualified Applicants CAR-RQA in 3 Conspicuous Places and Official Website for 10 calendar days	July 31-August 10, 2023	HRMO, ICT Office

10. Administrative Officers and/or District Head as the case may be, are hereby mandatorily directed to use the google sheet link from the Human Resources Management Office in encoding the Initial Evaluation Results/IER
11. Immediate dissemination of and compliance with this Memoranda are desired.



GAUDENCIO C. ALIBE JR., PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent