



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

March 4, 2024

DIVISION MEMORANDUM

No. 078, s. 2024

**CALL FOR TEACHER APPLICANTS FOR TEACHER I POSITIONS
SCHOOL YEAR 2024-2025**

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 2024-2025** 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. **Applicants who want to retain their rating** from last year's approved Comparative Assessment Result (CAR) must **submit a letter signifying their intent during the designated submission period**. Those aiming to update their rating must also attach supporting documentation.
4. 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:
 - a. Application letter addressed to the office of the Schools Division Superintendent **GAUDENCIO C. ALJIBE JR., PhD., CESO VI**, Schools



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telefax: (055) 500 9801
Email: nsamardivision@deped.gov.ph
Division Official Website: <https://depednsamar.ph>



Division Superintendent c/o **Ms. MARBE ANN S. CAGRO**, HRMPSB Personnel, Mobile Number: 0912-0472604, Department of Education, Division of Northern Samar, Mabini St., Brgy. Acacia, Catarman N. Samar, 6400;

- b. Duly accomplish 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, General Weighted Average (GWA), 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 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 C), notarized by authorized official; and
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Mean 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 (a) is not relevant to the position to be filled, if applicable.
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 2, 2024(First District) May 3, 2024 (2nd District)	HRMPSB
Submission of applications to the School Screening Committees and Acceptance of Application, uploading of Annex C thru DepEd Online Application Portal	May 6 – 24, 2024	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.	May 27, 2024	School Screening Committee (SSC)
Submission of consolidated Individual Evaluation Results (IERs) Annex D, from District to the HRM Office separate Qualified and Disqualified Applicants (soft and hard copy)	May 28, 2024	District Administrative Officers and/or District Head
Consolidation of Individual Evaluation Results (IERs) Annex D from the field	May 29-30, 2024	HRM Office
Notification of Applicants (Qualified and Disqualified)	May 31-June 6, 2024	ICT Office
Posting of Individual Evaluation Result (IER) of Qualified and Disqualified Applicants	June 7-13, 2024	HRM Office
Posting of Schedule for Evaluation Assessment and Demonstration Teaching of Applicants at the Division Official Website	June 13, 2024	ICT Office

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 HRMPSB Sub-Committee Members for Teacher Applicants

CRITERIA (DO #7, S. 2023)	Team Leader	Members
Education	Alex B. Rejuso	Maribel A. Formaran Janice Domasig
Training	Peter R. Bobiles	Pepito Saldo Mark Manalo
Experience	Julito Lagrimas	Rudel C. Lutao Kymverly Balero
PBET/LET Rating	Lucila Balondo	Isagani Licas Merry Lou Cuanico
PPST Classroom Observation Indicators	<p><u>For Elementary:</u> Alex B. Rejuso (San Vicente, Victoria and San Isidro)</p> <p>Omar O. Ty (Capul, San Antonio and Allen)</p> <p>Felix J. Ladeño (Lavezares, Biri, Rosario and San Jose)</p> <p>Manuel I. Lipata (Lope de Vega and Catarman)</p> <p>Emily M. Adrayan (Mondragon and Silvino Lubos)</p> <p>Julito E. Lagrimas (San Roque, Pambujan, Laoang III & V)</p>	<p>Petronilo Panis Lenore Salor Gena Lingling Gigi Cabullo</p> <p>Anecita B. Marzol Fe Agaton Denmark Fernandez Agustin Estinopo</p> <p>Geroldo Lobos Elena Flores Pedro Vargas Erma Parina Eleanor Bido</p> <p>Francisco Botaire Mary Jane Aguirre Marlo Longcop Ruth Capaz Brenda Villadolid Arnio Saludario Elena Flores Alma Solayao</p> <p>Nimfa Magpayo Zoraida Bulosan Venus Villadolid Lucio Lobos</p> <p>Rosalyn A. Sosing Esther Dela Cruz Arnoldo Rosales Meriam Reyes Jannette A. Cerbito</p>

	<p>Isagani Licas (Catubig I-III, Las Navas I-III)</p> <p>Lucila R. Balondo (Bobon, Laoang I, II, IV, Palapag I & II)</p> <p>Nelida M. Lobos (Palapag III, Mapanas, Gamay I, II, Lapinig)</p> <p><u>For Junior HS:</u> Lucila R. Balondo (TLE/TVL)</p> <p>Alex B. Rejuso (Araling Panlipunan)</p> <p>Julito E. Lagrimas (Filipino)</p> <p>Omar O. Ty (MAPEH)</p> <p>Manuel I. Lipata (Mathematics)</p> <p>Felix J. Ladeño (English)</p> <p>Nelida Lobos (Science)</p>	<p>Joel Salor Carlos Balanquit Marlon De Asis Dionesio Nueva Marites Mahinay Elvira Subiaga Arnel Pajares</p> <p>Nestor Ada Racquel Perfas Epigenia Po Silvano Pinca Arlyn Clerigo Dionesia Mercader</p> <p>Maribel Formaran Roberto Galono Liza Engo Marialita Orio Teresita Urbano Rico Baladad</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>
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	<p>Emily Adrayan (EsP)</p> <p><u>For Senior HS:</u> Felix J. Ladeño (General Academics)</p> <p>Nelida M. Lobos (STEM)</p> <p>Julito E. Lagrimas (HUMSS)</p> <p>Manuel I. Lipara (ABM)</p> <p>Lucila R. Balondo (TVL)</p>	<p>Joey Tadeo Odette Acedera</p> <p>Anecita B. Marsol John Delorino Melca Peru</p> <p>Emily M. Adrayan Robert Galono Rodel Estrellado</p> <p>Lucio Lobos Ramon Lobos Michelle Probadora</p> <p>Arnio Saludario George Pinca Gary Vacunawa</p> <p>Isagani E. Licas Rhea Ballea Maria Teresa Badilla Venancio Albasin Leonida Longcop Liza Baluyot Michael Esposito Lilia Magistrado</p>
PPST Non-Classroom Observable Indicators	<p><u>Group 1:</u> Rey F. Bulawan ASDS</p> <p><u>Group 2:</u> Noe M. Hermosilla SGOD Chief</p> <p><u>Group 3:</u> Sylvia D. Villanueva CID OIC-Chief</p>	<p>Julito E. Lagrimas Manuel I Lipata Lucila R. Balondo</p> <p>Nelida Lobos Omar Ty Emily M. Adrayan</p> <p>Felix J. Ladeño Maribel Formaran Isagani E. Licas</p>
Encoder	Raul Epifanio P. Figueroa, Jr. Mark Manalo	
TWG	HR Staff and AO II Assigned in the Division Office	