



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

**Office of the Schools Division Superintendent**

May 3, 2024

DIVISION MEMORANDUM

No. 142, s. 2024

**ONLINE ACCEPTANCE AND RECORDING OF RESPONSES FROM  
APPLICANTS FOR TEACHER I POSITIONS FOR 2024-2025  
VIA ONLINE APPLICATION PORTAL**

To: Assistant Schools Division Superintendent  
Chiefs, Functional Divisions  
District and School Heads  
All Other Concerned

1. DepEd Order No. 007, s. 2023 dated March 22, 2023, *Guidelines on Recruitment, Selection, and Appointment in the Department of Education* mandates the use of Checklist of Requirements/ Omnibus Sworn Statement – Annex C in the acceptance of all Applications.


The HRMO shall attest to the accepted requirements and the applicant shall sign the omnibus certification as to the veracity of the documents submitted which the applicant shall have duly notarized.

2. The **Checklist of Requirements/Omnibus Sworn Statement** shall be attested to by the HRM Officer. However, in case of Submission through the School, **the School Head and/or Administrative Officer II assigned** who shall accept and verify the application documents submitted shall sign the attestation.
3. Individual applicants shall be required to accomplish and upload copies of their respective **application documents**, i.e., Application Letter, Personal Data Sheet (PDS), Transcript of Records (TOR), etc., as well as a copy of their **duly accomplished, attested, and notarized** Checklist of Requirements/ Omnibus Sworn Statement to the Application Portal for DepEd Northern Samar Division, using the following link and QR Code:

<https://tinyurl.com/Teacher-I-Application>



4. Only applicants who have submitted the responses to the Online Application Portal shall be notified through their respective email addresses of their respective:
  - a. Application Code/Application Number;
  - b. Initial Evaluation Results; and
  - c. Notice of Schedule of Interview.
  
5. For your information and strict compliance.

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

DepEd Northern Samar  
**RELEASED**

By: 

Date: 5/3/2024 - 9:25 am