



Republic of the Philippines  
**Department of Education**

REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

May 4, 2024

DIVISION MEMORANDUM

No. 144, s. 2024

**CORRIGENDUM TO DIVISION MEMORANDUM 078, s. 2024 CALL FOR  
TEACHER APPLICANTS FOR TEACHER I POSITIONS  
FOR THE 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 CAR RQA**, are required to submit the following documents:
  - a. a letter of intent /request for retention of rating
  - b. certification of rating from last year's CAR RQA duly signed by the HRMPSB Chair.
4. **Applicants who want to update their rating from last year's CAR RQA**, are required to submit the following documents:
  - a. a letter of intent /request for retention of rating
  - b. certification of rating from last year's CAR RQA duly signed by the HRMPSB Chair.
  - c. Supporting documents to update Education, Training, or Experience,



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Once checked and verified, said application documents shall be returned to applicants and must be stamped **received, complete, and verified**.

7. All applicants including those who wish to retain their previous rating and/or update their previous results, shall then fill out the personal data requirements at the Online Application Portal and upload a copy of their application documents in PDF format.
8. Applicants shall bring with them their stamped application folder during their scheduled Assessment and Evaluation.
9. Applicants are required to wear corporate attire during the Division Evaluation and Selection Process (One-Stop Shop/On-the-Spot Evaluation System).
10. The School Head / Administrative Officer shall **refuse acceptance of any application beyond the deadline** set by this Memorandum.
11. The following schedule of activities shall be strictly observed:

<b>Step</b>	<b>Activities</b>	<b>Schedule</b>	<b>Person Responsible</b>
1	Interested applicants shall submit his/her complete application documents to the School Head or Administrative Officer of the School where he/she is intending to apply.	May 6 to 24, 2024	The applicant
2	The School Head and/or the assigned Administrative Officer shall check and verify the documents submitted, and thereafter sign and attest the Checklist of Requirements and Omnibus Sworn Statement -Annex C.  After signing the Annex C, the application documents shall be returned to the applicant.	May 6 to 24, 2024	The School Head and/or Administrative Officer concerned, as the case may be.
3	The applicant shall fill up the required data in <b>DepEd Online Application Portal</b> and upload a PDF file of his/her application documents including the <b>fully accomplished and notarized</b> Annex C – Checklist of Requirements and Omnibus Sworn Statement	May 6 to 24, 2024	The applicant
4	Upon receipt of the applications, an initial evaluation of the applicant's	May 27- June 7, 2024	HRM Officer


	<p>qualifications vis-à-vis CSC-approved qualification standards (QS) for the Teacher I Position.</p> <p>The HRM Officer shall <b>notify all applicants via his/her email</b> of the following:</p> <ol style="list-style-type: none"> <li>a. the assigned application code/application number for the applicant; and</li> <li>b. the result of the initial evaluation using Annex E for Qualified or Annex F for Disqualified Applicants.</li> <li>c. the schedule of evaluation and assessment of the qualified applicant</li> </ol>		
5	<p>The HRMO shall prepare and submit a duly signed Initial Evaluation Result (IER) – Annex D to the HRMO after deliberation with the HRMPSB for Posting.</p> <p>It shall comprise of List of Qualified and List of Disqualified Applicants, <b>which shall be posted in three (3) conspicuous places in the Division Office.</b></p>	June 10-14, 2024	HRM Officer / HRMPSB and HRMPSB Secretariat
6	<p>The HRMPSB shall conduct an Assessment and Evaluation of candidate applicants for Teacher I Positions.</p>	As scheduled	HRM Officer / HRMPSB and HRMPSB Secretariat and Applicants
	For Elementary Level	June 17 to 21, 2024	
	For Junior High School Level	June 24 to 28, 2024	
	For Senior High School Level	July 1 to 5, 2024	
7	<p>The HRMPSB shall conduct a final deliberation on the Comparative Assessment Results</p>	July 8, 2024	HRM Officer / HRMPSB and HRMPSB Secretariat

	The HRMPSB Secretariat shall document the process of CAR using the minutes of deliberations Annex H.		
8	<b>After which the Comparative Assessment Results - Register of Qualified Applicants (CAR-RQA) shall be posted by the HRM Officer in three (3) conspicuous places and the Division Website in the Division for seven (7) days.</b>	July 9 to 15, 2024	HRM Officer

12. 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
<b>TOTAL</b>	<b>100</b>

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

  
**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: 8/6/24

Enclosure No. 01 to DM No. 144 s, 2024

**Assessment and Evaluation Process for Applicants  
for Teacher I Positions SY 2024-2025**

Step	Procedures	Venue	Responsible Person	Estimated Time
1	<p><b>Appraisal of Application Documents.</b></p> <p>The applicant shall present a copy of his notification from HRMO of his/her schedule for Assessment and Evaluation.</p> <p>Upon confirmation by the HRMPSB Secretariat, the applicant shall register and be issued an <b>Individual Evaluation Sheet (IES) Annex G-1.</b></p>	Catarman I Central School Covered Court	HRMPSB Secretariat	3-5 mins. per applicant
2	<p><b>Demonstration of Teaching, and Evaluation via Teacher Reflection Form.</b></p> <p>The applicant shall then proceed to the assigned rooms in Catarman I Central School for:</p>	Catarman I Central School / Room Assignment	Designated Evaluator	
	a. NCOIs Evaluation using Teacher Reflection Form (TRF)			1 hr. per batch/room
	b. PPST COIs - Demonstration of Teaching - Using Classroom Observation Tools			15 min. per applicant
	The applicant shall then proceed to appraisers for evaluation (i.e., Education, Training, Experience,)	CID Office	Designated Evaluator	3-5 mins. per applicant
3	<p><b>Consolidation/Encoding IES Points</b></p> <p>The applicant shall proceed to the venue and present to the HRMPSB Secretariat his fully accomplished duly signed by evaluators and the HRMPSB Chair <b>Individual Evaluation Sheet (IES) Annex G-1</b>, for encoding of his/her points</p>	Library Hub Conference Room	HRMPSB Secretariat	3-5 mins. per applicant

Enclosure No. \_\_\_\_ to DM No. \_\_\_\_\_ s, 2024

**HRMPSB Sub-Committee Members for  
Applicants for Teacher I Positions for SY 2024-2025**

<b>CRITERIA</b>	<b>Team Leader</b>	<b>Members</b>
Education	Alex B. Rejuso	Maribel A. Formaran Janice Domasig
Training	Peter R. Bobiles	Pepito Saldo Mark Manalo
Experience	Julito Lagrimas	Rudel C. Lutao Kymberly Balero
PBET/LET Rating	Lucila Balondo	Isagani Licas Marry Lou Cuanico
PPST Classroom Observation Indicators		
<b>For Elementary Level:</b>		
For applicants applying to schools in:		
a. San Vicente, Victoria and San Isidro	Alex B. Rejuso	Petrolino Panis Leonor Salor Gena Lingling Gigi Cabullo
b. Capul, San Antonio and Allen	Omar O. Ty	Anecita B. Marzol Fe Agaton Denmark Fernandez Agustin Estinopo
c. Lavezares, Biri, Rosario and San Jose	Felix J. Ledeño	Geroldo Lobos Elena Flores Pedro Vargas Erma Parena Eleanor Bido
d. Lope de Vega and Catarman	Manuel I. Lipata	Francisco Botaire, Jr Mary Jane Aguirre Marlo Longcop Ruth Gapaz Brenda Villadolid Arnio Saludario Elena Flores Alma Solayao
e. Mondragon and Silvino Lubos	Emily M. Adrayan	Nimfa Magpay Zoraida Bulosan Venus Villadolid Lucio Lobos
f. San Roque, Pambujan, Laoang III and V	Julito E. Lagrimas	Rosaly A. Sosing Esther Dela Cruz Arnoldo Rosales Meriam Reyes Jannette A. Cerbito
g. Catubig and Las Navas	Isagani Licas	Joel Salor Carlos Balanquit Marlon De Asis Dionesio Nueva

		Marites Mahinay Elvira Subiaga Arnel Pajares
h. Bobon, Laoang I, II, IV and Palapag I and Palapag II	Lucila R. Balondo	Nestor Ada Racquel Perfas Epigenia Po Silvano Pinca Cecilia Doria Dionesia Mercader
i. Palapag III, Mapanas, Gamay and Lapinig	Nelida M. Lobos	Maribel Formaran Roberto Galono Liza Engo Marialita Orio Teresita Urbano Rico Baladad
<b>For Junior High School Level:</b>		
For applicants with the following subject specialization:		
a. TLE	Lucila R. Balondo	Dolorita Gorembalem Cesar Torres Ruel Castillo Reynaldo Banjanwan Medardo Gallamora Wenefreda Beduya
b. Araling Panlipunan	Alex B. Rejuso	Marife Bulawan Vina Romance
c. Filipino	Julito E. Lagrimas	Cristina Giray Myra Bato
d. MAPEH	Omar O. Ty	Riza Paredes Rosalie Matic
e. Mathematics	Manuel I. Lipata	Villajejan Avila Luisito Fraga
f. English	Felix J. Ladeño	Emma Marino Greta Adora
g. Science	Nelida Lobos	Nimfa Sanico Ostiniano Ongsoto
h. EsP	Emily Adrayan	Joey Tadeo Odette Acedera
<b>For Senior High School Level:</b>		
For applicants with the following Strand:		
a. GAS	Felix J. Ladeño	Anecita Marzol John Delorino Atty. Melca Peru
b. STEM	Nelida M. Lobos	Emily Adrayan Robert Galono Rodel Estrellado
c. HUMSS	Julito E. Lagrimas	Lucio Lobos Ramon Lobos Michelle Probadora
d. ABM	Manuel I. Lipata	Arnio Saludario George Pinca Gary Vacunawa



e. TVL	Lucila R. Balondo	Isagani Licas Rhea Balleta Maria Teresa Badilla Venancio Albasin Leonida Longcop Liza Baluyot Michael Esposito Lilia Magistrado
PPST Non-Classroom Observable Indicator		
To administer evaluation NCOI via the Teacher Reflection Form	HRMPSB	HRMO Personnel
HRMPSB Secretariat and Official Encoders	Francis Rico E. Tobes Jay Francis M. Cahusay Eunice M. Costa Raymyr E. Gallano Dennis Merc Dj E. Orsolino Chester C. Naguit	