



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

Office of the Schools Division Superintendent

January 27, 2025

DIVISION MEMORANDUM

No. 039, s. 2025

**CALL FOR TEACHER APPLICANTS FOR TEACHER I POSITIONS
FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
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. Pursuant to DepEd Order No. 19, s. 2022 otherwise known as the *Department of Education Merit Selection Plan*, and DepEd Order No. 007, s. 2023, or the *Guidelines on Recruitment, Selection and Appointment in the Department of Education* dated Mar 22, 2023, as amended by DO 021, s. 2024 dated December 23, 2024 this office hereby announces the **Call for Applicants for Teacher I Positions for School Year 2025-2026**.
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. Interested applicants for Teacher I Positions shall submit their application documents to the **Administrative Officers** of the Schools where they intend to apply for initial evaluation from **February 3, 2025, to February 14, 2025**.
4. Applicants who are already included in last year's CAR-RQA who want to **retain** their rating shall be required to submit
 - a. a letter signifying their intent to retain their rating, if no letter is submitted, they shall be dropped by a new CAR and pool of qualified applicants; and
 - b. a certification of the last CAR Rating issued by the HRMPSB.



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telephone Nos: (055) 500 1020
Email Address: northersamar@deped.gov.ph
Official Website: <https://northersamar.deped.gov.ph>

5. Additionally, applicants who are already included in last year's CAR RQA who want to **update** their rating must also submit:
- a letter signifying their intent, likewise, if no letter is submitted, they shall be dropped by a new CAR and pool of qualified applicants;
 - a certification of the last CAR Rating issued by the HRMPSB; and
 - pertinent documents for evaluation and assessment for the updating of their respective points for the current CAR.
6. For **new applicants for Teacher I position**, the following application requirements must be complied:

In one (1) folder, to be submitted to the Administrative Officer labeled, **"Pertinent Papers for Application for Teacher I Position"**, specifying whether **"elementary"** or **"high school"**.

Additionally, for those applicants for junior high school or senior high school he/she **must indicate "field/ subject specialization"**.

The said "field /subject specialization" **must be as offered by the school where he/she applied should be the same with his/her qualification as indicated in his/her report of LET rating issued by the Professional Regulation Commission (PRC).**

- An application letter/ letter of intent to apply, addressed to:

GAUDENCIO C. ALJIBE JR., PhD., CESO VI
Schools Division Superintendent
Department of Education
Division of Northern Samar
Mabini St., Brgy. Acacia
Cataraman, Northern Samar, 6400

- A Duly accomplish PDS (CS Form 212, revised 2017) with Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/ Rating, if applicable;
- Photocopy of scholastic /academic records, such as but not limited to;
 - Transcript of Records (TOR) and Diploma,
 - General Weighted Average (GWA),
 - Transcript of Records and Diploma for completion or graduate 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 or IPCRF 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),

The Certification on the Authenticity and Veracity (CAV) of the documents submitted (Annex C) after evaluation and assessment **must be:**

- (1) **signed by the Administrative Officer of the school where the applicant has applied** and
- (2) **executed under oath and signed by an officer authorized to administer oath such as but not limited to:**
 - i. **Notary Public**
 - ii. **Municipal Mayors**
 - iii. **Punong Barangays**

- k. Applicants may include 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.

- 7. Administrative Officers of schools shall be authorized to assess and evaluate the submitted documents of Teacher I Applicants per DepEd Memorandum No. DM-BHROD-2020-00235 dated July 14, 2020, issued by the Bureau of Human Resource and Organizational Development as part of their regular duties and functions, as such they shall:

- a. Accept and receive the application documents for Teacher I position **only form applicants who are from within the immediate locality of the school** for elementary level.

For applicants Junior and Senior High School Teacher, I, the Administrative Officer **must only accept the applicants whose qualifications are aligned with their specializations offered by the schools.**

- b. Conduct assessment and evaluation of the **submitted application documents** as to **completeness, authenticity** and **veracity** and sign the CAV for the HRMO. The Administrative Officer of the School shall likewise sign and indicate the date of assessment and evaluation on each document submitted by the applicant.
 - c. Once checked and verified, submitted application documents shall be **returned to applicants.**
 - d. The Administrative Officers shall **refuse acceptance of any application beyond the deadline set by this Memorandum.**
8. Applicants shall, after assessment and evaluation of documents by the Administrative Officers of the schools, have the checklist and CAV (Annex C) signed and be under oath by authorized officers to administer oath as per item 3(j) of this memorandum.
 9. After evaluation and assessment of application documents and due execution of the CAV, the applicant shall be required to complete the online application form using the following link and QR Code;



<https://forms.office.com/r/bxni8ueJn3>

10. After online application the applicant shall personally submit the same accomplished application documents to the Office of the Division HRM Officer.
11. For your information and strict compliance.

GAUDENCIO C. ALJIBE, JR, CESO VI
Schools Division Superintendent

DepEd Northern Samar
RELEASED

11/30/23
Date: _____
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