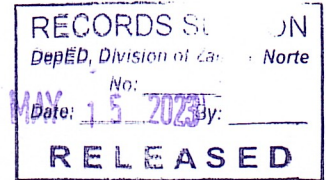




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

May 13, 2023

Division Memorandum

No. 108 s. 2023

RECRUITMENT AND SELECTION OF TEACHER I FOR ELEMENTARY, JUNIOR HIGH SCHOOL (JHS) AND SENIOR HIGH SCHOOL (SHS) IN DEPED, DIVISION OF ZAMBOANGA DEL NORTE

**To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Education Program Supervisors
School Heads for Elementary and Secondary Levels
All Others Concerned**

1. The Schools Division of Zamboanga del Norte announces the conduct of activities for the Recruitment and Selection of Teacher I for Elementary, Junior High School (JHS) and, Senior High School (SHS) levels stipulated in *DepEd Order No. 7 s. 2023, Criterion and Point System for Hiring Teacher I Positions.*
2. In order to be eligible for inclusion in the Registry of Qualified Applicants (RQA), an applicant must achieve a minimum score of 50 points or higher. Teacher applicants who were included in the RQA of previous year shall undergo the new teacher hiring procedure as stipulated in the DepEd order.
3. For this purpose, the District Personnel Selection Sub-Committee (DPSSC) are advised to promptly undertake their designated duties and functions.
4. The following enclosures contain the information, procedures and timelines:
 - a. Enclosure No.1-**CSC Prescribed Qualification Standard;**
 - b. Enclosure No.2-**Checklist of Requirements;**
 - c. Enclosure No.3-**Submission of Application Procedure;**
 - d. Enclosure No.4-**DPSSC Duties and Functions**
 - e. Enclosure No.5-**Timeline of the Selection Process**
5. The Schools Division of Zamboanga del Norte adheres to the Equal Employment Opportunity Principle (EEOP), thus, there will be no discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation (2017 ORAOHRA), Rule IX, Sec.83)
6. Travel and other incidental expenses incurred by the DPSSC will be charged to Local School Funds subject to the usual accounting and auditing rules and regulations.
7. For information, guidance, and compliance.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

Encl: as stated
Reference: as stated
SGV/HRMPSB/RECRUITMENT AND SELECTION OF TEACHER APPLICANT
001/05132023



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1 of DM No. ____ s. 2023

**CIVIL SERVICE COMMISSION (CSC) PRESCRIBED QUALIFICATION
STANDARD FOR TEACHER I ELEMENTARY, JHS AND SHS POSITIONS**

Position	Salary Grade	CSC Qualification
Teacher- I (Elem)	11 (27,000.00)	Education: BEED or bachelor's degree plus 18 professional units in Education Training: None required Experience: None required Eligibility: PBET; Teacher (RA1080)
Teacher- I (JHS)	11 (27,000.00)	Education: BSED or bachelor's degree with 18 professional units in Education with appropriate major Training: None required Experience: None required Eligibility: PBET; Teacher (RA1080)
Teacher- I (SHS)	11 (27,000.00)	Education: BSED or bachelor's degree with 18 professional units in Education with appropriate major Training: TVL Track: at least NCII Academic Track: None Required Experience: None required Eligibility: PBET; Teacher (RA1080)
Teacher- II (SHS)	12 (29,165.00)	Education: BSED or bachelor's degree with 18 professional units in Education with appropriate major Training: TVL Track: at least NCII +TMC I Appropriate to the specialization Academic Track: None Required Experience: None required Eligibility: <ul style="list-style-type: none">• Regular Applicants for a permanent position: RA 1080 (Teacher);if not, they must pass the LET within five (5) years of hiring• Regular applicants for a contractual position: None Required• Practitioners (part-time only)



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2 of DM No. ____ s. 2023

CHECKLIST OF REQUIREMENTS
DEPED ORDER 007 S. 2023

Name of Applicant: _____
 DUAN : _____ Position Applied For: _____
 Office (where the vacancy exists): _____ Division Memo No.: _____
 Contact Number: _____ Ethnicity: _____
 Religion: _____

Person with Disability: Yes () No () Solo Parent: Yes () No ()

Instruction: Initial assessment of documents should be done in the presence of the applicant for the position. A photocopy of this accomplished checklist should be provided to the applicant.

BASIC REQUIREMENTS	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished PDS (CS Form 212, Revised 2017) with work experience Sheet which can be downloaded at www.csc.gov.ph ;			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, 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 the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, 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			
k. Other documents as may be required for comparative assessment: <ul style="list-style-type: none"> • 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. • Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled. 			

Attested:

 Chairperson
 District Personnel Selection Sub-committee



Address: Capitol Drive, Estaka, Dipolog City 7100
 Email: zn.division@deped.gov.ph
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
 Website: www.depedzn.net



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.





Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3 of DM No. ____ s. 2023

SUBMISSION OF APPLICATION PROCEDURE FOR TEACHER I POSITIONS

1. All interested and qualified applicants should signify their interest in writing. Applicants are advised to submit sequenced, organized and authenticated pertinent documents per applicable checklist in a folder with complete tabbing and page numbering.
2. Register your application and obtain DUAN by following the steps below :
 - a. Access <https://depedzn.net/appreg>
 - b. Click the **New Application** tab and select the desired job position by clicking the **Apply Now** tab.
 - c. Print out the initial registration form by clicking **View Application>Print Applicant Profile** tabs and attach as top sheet of the application documents.
3. Submit to the head of elementary or secondary school where they intend to teach.
4. The applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification per DepEd Order (No. 19 s.2022).
5. Join the scheduled Orientation of Teacher Applicant on chosen the platform.
6. Ensure to access and accomplish QAME link for the activity.
7. Strictly follow the rules and regulations during the conduct of BEI and Document Evaluation.



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 4 of DM No. _____ s. 2023

DISTRICT PERSONNEL SELECTION SUB-COMMITTEE (DPSSC) DUTIES AND FUNCTIONS

- a. The DPSSC shall inform and assist the applicant in registering their application online and obtain the Division Unique Application Number (DUAN);
- b. The Administrative Officer (AO) II, serving as the equivalent counterpart of the Division Human Resource Management Officer (HRMO) in the field, will assume the responsibility of receiving the application documents process for teacher applicants; and lead the DPSSC secretariat team in the conduct of Initial Evaluation;
- c. Inform the applicants of the Initial Evaluation Result (IER) and activities to be undertaken in the relation to hiring process;
- d. Assign venue for the conduct of Initial Evaluation and Document Assessment;
- e. Observe the proper health and safety protocols;
- f. Make a systematic assessment of application documents, conduct of Behavioral Events Interview (BEI) and Classroom Observation Tools for Recruitment, Selection, and Placement (COT-RSP);
- g. Provide necessary forms appropriate for hiring Teacher I as stated in DO 7 s. 2023;
- h. Submit to the Schools Division Office (SDO) the Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA) following the templates provided in DO 7 s.2023 and the duly signed Minutes of Deliberation;
- i. Maintain fairness and impartiality in the assessment of applicants' documents;
- j. Present the results during the deliberation called by the Division Human Resource Merit Promotion and Selection Boards (HRMPSB)
- k. Retain a copy of the results of the IER and CAR-RQA in the district for future reference;
- l. Post the online Quality Assurance Monitoring and Evaluation (QAME) link in all rooms;
- m. Perform other related functions as may be assigned.



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 5 of DM No. ____ s. 2023

TIMELINE OF THE SELECTION PROCESS

Schedule	Activities
May 15 to 30, 2023	<ul style="list-style-type: none">Announcement and acceptance of applications by the DPSSC with the Division HRMPSB
May 30, 2023 (ELEM & JHS) May 31, 2023 (SHS)	<ul style="list-style-type: none">Orientation of Teacher ApplicantsFinal briefing of DPSSC
June 1 to 9, 2023	<ul style="list-style-type: none">Conduct of Initial Evaluation of Documents
June 13 to 21, 2023	<ul style="list-style-type: none">Conduct of Comparative Assessment, BEI (Document Evaluation & Assessment and Skills Test)
June 22 to 30, 2023	<ul style="list-style-type: none">Final validation and deliberation by the Division HRMPSB together with DPSSC
July 3 to 4, 2023	<ul style="list-style-type: none">Submission of SY 2023-2024 CAR-RQA to the SDS for approval
July 5 to 6, 2023	<ul style="list-style-type: none">Posting of approved SY 2023-2024 CAR-RQA at the division official website: depedzn.net , 3 conspicuous places in the districts and in the SDO



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net