



Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

April 1, 2024

Division Memorandum

No. 207, s. 2024

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 Supervisor
Education Program Supervisors
School Heads for Elementary and Secondary Level
All Other Concerned**

1. The Schools Division of Zamboanga del Norte announces the conduct of activities for Recruitment and Selection of Teacher I for Elementary, Junior High School (JHS) and Senior High School (SHS) level stipulated in DepEd Order No. 7 s. 2023, Criterion and Point System for Hiring Teacher I Positions.

2. Selection process, schedules and activities shall be strictly followed for the smooth flow of the assessment for the position of Teacher I.

3. All interested applicants are advised to submit their pertinent documents to the preferred districts through the Office of the Public Schools District Supervisor c/o District Designated Administrative Officer II on or before **April 12, 2024**, fastened in a **color-coded folder** with tabbing as follows:

a. Letter of Intent addressed to:

ROY C. TUBALLA JD, EMD, CESO V
Schools Division Superintendent
Schools Division of Zamboanga del Norte

b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached Form (*Enclosure 2*), Notarized by authorized official;

c. Duly accomplished Personal Data Sheet (PDS) (CSC Form 212, Revised 2017) with Work Experience Sheet, if applicable;

d. Photocopy of valid and updated PRC license/ID, if applicable;

e. Photocopy of Certificate of Eligibility/Rating, if applicable;

f. Photocopy of scholastic academic records such as but not limited to; Transcript of Records (TOR) and Diploma including graduate and post graduate and post graduate degrees, if available);

g. Photocopy of Certificate/s of training, if applicable;

h. Photocopy of Certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;



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- i. Photocopy of latest appointment, if applicable;
 - j. Photocopy of the Performance Ratings in the last rating period/s covering one (1) year performance prior to the assessment, if applicable;
 - k. Other documents as may be required for comparative assessment, such as but not limited to:
 - ✓ 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.
4. The Office **highly discourages multiple submission** of documents from the applicants instead we encourage to focus on level of teacher – elementary or junior high school or senior high school. Applicants are to observe the color-coding scheme of folders when submitting the documents. The following are the scheme.
- a. Kindergarten - Green
 - b. Elementary – Red
 - c. IPEd (Elem. And JHS) – Dark Blue
 - d. Junior High School by Subject Area.
 - i. English - Orange
 - ii. Science - Yellow
 - iii. Mathematics - Brown
 - iv. Araling Panlipunan - Violet
 - v. Filipino - Pink
 - vi. Values Ed./ESP – Light Blue
 - vii. MAPEH – Dark Green
 - viii. TLE – Light Green
 - e. Senior High School
 - i. Sports – Transparent Blue
 - ii. Arts and design – Transparent Violet
 - iii. TVL – Transparent White
 - iv. ABM – Transparent Red
 - v. HUMSS – Transparent Yellow
 - vi. STEM – Transparent Green

5. Applicants *who failed to submit the mandatory requirements (items a to j) on the set deadline shall not be included in the pool of official applicants under the Initial Evaluation Process, hence, additional documents shall no longer be accepted.* False and fraudulent documents submitted that are in contrast with the Omnibus Sworn Statement shall be ground for disqualification. All Applicants are to attend the Virtual Orientation to Conducted by the HRMPSB for instructions and clarifications.

6. In consonance with Electronic Commerce Act of 2000, which provides that “electronic documents shall have legal effect, validity and enforceability as any other document or legal writing and where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains integrity and reliability and can be authenticated so as to be usable for subsequent



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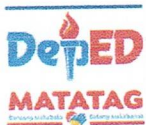
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reference,” online submission of electronic copies of the above enumerated documents may be allowed, subject of the hard copies request for purposes of verification.

7. This Division adheres to the Equal Employment Opportunity Principle (EEO), 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). Applicants with who are differently abled and solo parent must present their valid identification.

8. The venues and date of Demo Teaching - COI, TRF-NCOI, and ETE will be on the following;

Congressional District	Date	Identified School	Districts	HRMPSB Assigned
Congressional District I	April 22-23, 2024	Polanco National High School	Sibutad, Sergio Osmeña I& II and Polanco I& II	Helen E. Tangon (AO V) Aries D.R Nogas
		Piñan National High School	Mutia, Piñan, Rizal, La Libertad	Zhyrine P. Mayormita Nicollete E. Tangon Tedee S. Tabilon
Congressional District 2	April 23-24, 2024	Katipunan National High School	Roxas I& II, Katipunan I & II and Manukan I& II	Marylynn B. Bayron Arnel C. Masion Pamela J. Bacara
		SNAS	Ponot, Siayan, Sindangan North, Sindangan Central and Sindangan South	Joy L. Singson Glory Jane D. Morgia Lougen Magbanua
Congressional District 3	April 24-25, 2024	Salug National High School	Bacungan, Godod, Liloy I& II, and Salug I & II	Robert I. Pocalan III Jennifer V. Mira Shelamae E. Dayapdapan
		Kipit Agro Fishery High School	Labason, Gutalac I& II, Kalawit and Tampilisan	Arcelita B. Zamoras Jemima D. Garay Joseph L. Pantoja
		Siocon Science High School	Baliguian, Sibuco, Siocon, and Sirawai	Raymond M. Salvador Ervie A. Acaylar



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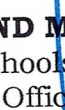
9. The following enclosures will serve as guidance and reference to the District Ranking Committee.

- a. Enclosure No. 1 – CSC Prescribed Qualification Standard;
- b. Enclosure No. 2- Checklist of Requirements and Omnibus Sworn Statement;
- c. Enclosure No. 3- Procedure in the Submission and Receipt of Application;
- d. Enclosure No. 4- DSC Duties and Responsibilities
- e. Enclosure No. 5- Schedule of Activities

10. This memorandum shall serve as travel order for all involve in the 2024 RQA. Expenses incurred in the conduct of the activity shall be chargeable against Local/MOOE funds, subject to the usual accounting, auditing rules, and procedures.

11. For information, guidance, and compliance.

For the Schools Division Superintendent:


RAYMOND M. SALVADOR, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

OASDS/PJB/RQA2024-2025/03252024



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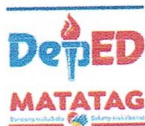
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Enclosure No. 1 of DM No. _____ s. 2024

CIVIL SERVICE COMMISSION (CSC) PRESCRIBED QUALIFICATION STANDARD

Position	Salary Grade	CSC Qualification
Teacher -I (Elem)	11 (27,000.00)	Education: BEED or Bachelor's Degree plus 18 professional units in Education Experience: None required Eligibility: PBET; Teacher (RA1080)
Teacher -I (Kindergarten)	11 (27,000.00)	Education: BEED major in Special Education plus 18 ECE units Experience: None required Eligibility: PBET; Teacher (RA1080)
Teacher- I (JHS)	11 (27,000.00)	Education: BSED or Bachelor's Degree plus 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/Completion of Technical Vocational Course plus <u>18</u> professional units in Education with appropriate major Training: TVL Track: at least NC II Academic Track: None Experience: None required Eligibility: PBET; Teacher (RA1080)

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Enclosure No. 2 of DM No. _____ s. 2024

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ DUAN: _____
 Position Applied For: _____
 School of the Position Applied for.: _____ 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			
a. 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			
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			
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 Recruitment Committee

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

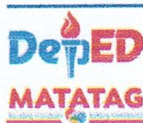
I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented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



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Enclosure No. 3 of DM No. _____s. 2024

**PROCEDURE IN THE SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS
FOR TEACHER I POSITIONS**

1. All interested applicants, whether internal or external, should signify their interest in writing. Applicants are advised to submit sequenced, organized documents and are to observe the color-coding scheme as mentioned in paragraph 4 of this Memorandum.
2. Register your application and obtain the Division Unique Applicants Number (DUAN) by following the steps here:
 - 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 initial registration form by clicking **View Application > Print Applicant Profile** tabs and attach as top sheet/cover of the application documents.
3. Upon submission, the Designated Administrative Officer II shall immediately check the completeness of the submitted documentary requirements using the Checklist of Requirements (Omnibus Sworn Statement).
4. Incomplete and/or late submission of mandatory requirements shall not be accepted. Individuals who fail to submit complete mandatory documents by the set deadline indicated in the official memorandum shall not be included in the pool of applicants.
5. Join the scheduled Orientation of Teacher Applicant on the chosen platform.
6. Ensure to access and accomplish QAME link for the activity.
7. Strictly follow the rules and regulations during the conduct the Comparative Assessment.

Enclosure No. 4 of DM No. _____s. 2024

DISTRICT SCREENING COMMITTEE (DSC) DUTIES AND RESPONSIBILITY

- a. The DSC thru the designate District Administrative Officer II shall inform and assist the applicant in registering their application online and obtain the Division Unique Application Number (DUAN);



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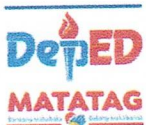
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Enclosure No. 4 of DM No. _____ s. 2024

DISTRICT SCREENING COMMITTEE (DSC) DUTIES AND RESPONSIBILITY

- a. The DSC thru the designate District Administrative Officer II 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 application documents process for teacher applicants; and lead the DSC 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 the 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 7s. 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 7s. 2023 and duly signed Minutes of Deliberation;
- i. Maintain fairness and impartiality in the assessment of applicants' documents;
- j. Present the result during the deliberation called by the Division Human Resource Merit Promotion and Selection Board (HRMPSB)
- k. Retain a copy of the IER and CAR-RQA in the district for future reference;
- l. Post the online Quality Assurance Monitoring and Evaluation (QAME) line in all rooms;
- m. Perform other related functions as may be assigned.



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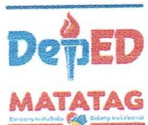


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Enclosure No. of DM No. _____ s. 2024

DATE	ACTIVITY	PERSONS INVOLVED	Needed documents to be submitted to/prepared by: *District *Division
April 4, 2024	Division Orientation on the process of Assessment and Hiring Guidelines for the screening Committee / Recruitment, Selection and Appointment	HRMPSB, Existing District Personnel Selection Sub-Committees (DPSSC) and District Designate AO II and all Schools AO II	-Memorandum for the Orientation -Link for Orientation
April 5, 2024	Division Online Orientation for Teacher I Applicants	HRMPSB, Teacher Applicants, SDO ITO, Dist. AO II	Through the Schools Division of Zamboanga del Norte Official Facebook Page (DepEd Tayo - Schools Division of Zamboanga del Norte)
April 6 - 8, 2024	Organization of the New District Screening Committee (DSC)	District Supervisors/AO II	-List of District Screening Committee thru depedzn.net/link/DSC2024
April 9, 2024	Submission of District Screening Committee to SDO HRMSPB Head Secretariat		
April 11 - 12, 2024	Online Registration for Applicants for DUAN	District Administrative Officer-II Teacher-Applicants SDO ITO	https://depedzn.net/appreg
April 15-19, 2024	- Acceptance of documents in the district addressed to the SDS -Verification on the completeness and veracity of	PSDS and Sub -Committee # 1 for Documents Validation	-Documentary Requirements based on the Omnibus Checklist. -Copy of the Initial Evaluation Result (IER)



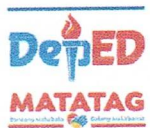
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	documents submitted -Initial evaluation on the Qualification of Applicants (Education, Training, Eligibility)		
April 20, 2024	(Submission of Soft Copies of IER to HRMPSB Head Secretariat)		-Submission of soft copy IER will be through depedzn.net/link/IERRQA2024
April 22 – 26, 2024	-Conduct of Comparative Assessment (CAR) to Qualified Applicants based on applicable guidelines a.) PPST-COTs Demonstration Teaching (Philippine Professional Standards for Teachers-Classroom Observation Indicators) b.) PPST-NCOIs/TRF (Non-Classroom Observable Indicators)	Division Screening Committee, District Sub-Committee, EPSs, School Heads, Master Teachers, Designated Sub-Committee, District Nurses, and Teacher Applicants Division Screening Committee, District Sub-Committee, EPSs, School Heads, Master Teachers, Designated Sub-Committee, Teacher Applicants / SUB-COM # 2 for CAR, SUB-COM #3 for COI SUB-COM #4 for NCOI. HRMPSB Members HRMPSB Secretariat	- Demonstration Teaching Rating Template, COT, Rubrics, Summary of Results (Teacher applicants shall utilize the learning competencies for 3rd Quarter Lesson) -Rubrics on Teacher Reflection Form (TPR) -Summary of Results - Individual Evaluation Sheet (IES) in Two copies (1 for applicant, 1 for SUB.COM.) - DSC can create two or more sub committees for #2,3 & 4
April 29 – 30, 2024	Submission of Comparative Assessment Result by the District Screening	Division Screening Committee, (HRMPSB) and Secretariat for consolidation.	**Result of Comparative Assessment Result (CAR) **Result of Comparative Result-Registry Qualified Applicants (CAR-RQA)

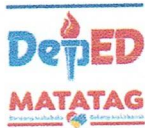


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	Committee and Review of CAR / CAR-RQA	Division Screening Committee, District Sub-Committee, EPSs, School Heads, Master Teachers, Designated Sub-Committee, Teacher Applicants. SUB-COM # 2 for CAR and CAR-RQA	**District AO II is in charge of CAR RQA.
May 2, 2024	Endorsement of the CAR, CAR-RQA to the SDS	HRMPSB / Secretariat	**Final Copy of CAR, CAR-RQA Comparative Assessment Result- Registry Qualified Applicants (CAR-RQA)
May —, 2024	Release/posting of CAR, CAR-RQA	HRMPSB / Secretariat	**CAR-RQA



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