



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

10 January 2025

DIVISION MEMORANDUM
No. **027** s. 2025

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF TEACHER I
APPLICANTS FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. Pursuant to **DepEd Order No. 019, s. 2022** or the **DepEd Merit Selection Plan, DepEd Order No. 007, s. 2023** or the **Guidelines on Recruitment, Selection, and Appointment in the Department of Education**, and **DepEd Order No. 021, s. 2024** or the **Amendments to DepEd Order No. 007, s. 2023**, this Office announces the submission of application for Teacher I positions in Kinder, Special Education (SpEd), Elementary, Junior High School, and Senior High School for School Year 2024-2025.

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle on Human Resource Management and Development and encourages all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

3. In line with this, all qualified and interested applicants are requested to submit their pertinent documents on or before **February 13, 2025, 5:00 p.m.** at the Personnel Services Unit through the Records Section of this division.

4. Remaining applicants ON THIS DIVISION in the current CAR-RQA (SY 2024-2025) who were not appointed in the current school year, shall be given an option to carry over their CAR-RQA scores and /or update their credentials without having to undergo the entire hiring process. The applicants shall submit all the documentary requirements based on these categories:

a. Applicants from last School Year SY 2024-2025 who will carry over ALL SCORES (Note: Kindly submit according to the prescribed folder color indicated in number 5)

- Letter of Intent addressed to the Schools Division Superintendent (signifying their intent to retain all their scores)
- One (1) original copy of Barangay Certificate of Residency issued within the last six months



Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>

b. Applicants from last School Year SY 2024-2025 who will carry over DEMO SCORE/ TRF SCORE or BOTH

- UPDATED pertinent documents (see *Enclosure 1* for the Checklist)
- Indicate in your Letter of Intent and on the registration link which score/s you would like to retain

Note: Your scores in Education, Training, and Experience will be based on the updated documents submitted

c. New Applicants (including those applicants from SY 2023-2024 and prior years)

- UPDATED pertinent documents (see *Enclosure 1* for the Checklist)

Note: You are required to undergo both TRF and demo

5. The applicants shall submit all documentary requirements **WITH PROPER LABELS and EAR TAGS** and filed in the following color-coded folder:

COLOR OF FOLDER	GRADE LEVEL
GREEN	Kinder
YELLOW	Special Education
ORANGE	Elementary
BLUE	Junior High School
PINK	Senior High School

6. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made **after the due date will not be accepted**, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process.

7. **Non-licensed applicants** in Teacher I positions, both in Elementary and Secondary levels, may participate in the hiring process, subject to the parameters and conditions of provisional appointment.

Level	Eligibility Requirement	Appointment Status
Elementary	RA 1080 (Teacher)- Elementary/ Secondary	Permanent, if eligible Provisional, if not eligible (but only in the absence of qualified eligible applicants)
Secondary (Junior and Senior High School	RA 1080 (Teacher)- Secondary	

8. Section 26 (b) Paragraph 2 of RA 9293 entitled "An Act Amending Certain Sections of Republic Act numbered Seventy-Eight Hundred and Thirty Six (RA 7836), otherwise known as the Philippine Teachers Professionalization Act of 1994, "teachers who have not practiced their profession for the past five years shall be required to take at least twelve (12) units in education course, consisting of at least six (6) units of content courses.

9. Below is the timeline for the recruitment and selection process:

ACTIVITY	TIMELINE	PERSON/S RESPONSIBLE
Deadline of Filing of application letter with complete supporting documents	February 13, 2025	Records Section HRMO
Division Evaluation of Teacher-applicant's documents	February 14- March 4, 2025	HRMPSB HRMO HRMPSB Secretariat
Orientation of applicants	March 5, 2025	HRMPSB HRMO HRMPSB Secretariat Teacher Applicants
PPST COIs (Classroom Observation / Demonstration Teaching) – Kinder/ SpEd & Elementary Teacher Applicants	To be announced	Teacher Applicants HRMPSB Education Program Supervisors (EPSs) School Heads Selected Master Teachers Technical Working Group
PPST COIs (Classroom Observation / Demonstration Teaching) - JHS Teacher Applicants	To be announced	
PPST COIs (Classroom Observation / Demonstration Teaching) - SHS Teacher Applicants	To be announced	
PPST NCOIs (Teacher Reflection) - Kinder/SPED & Elementary Teacher Applicants	To be announced	
PPST NCOIs (Teacher Reflection) - JHS Teacher Applicants	To be announced	
PPST NCOIs (Teacher Reflection) - SHS Teacher Applicants	To be announced	EPSs School Head Selected Master Teachers HRMPSB HRMPSB Secretariat
Submission of Individual Ratings of applicants (based on the scores they obtained in each criterion to HRMO / HRMPSB secretariat)	March 17-18, 2025	
Consolidation of Summary of Ratings	March 19-21, 2025	HRMO HRMPSB Secretariat

HRMPSB Deliberation	March 25, 2025	HRMPSB HRMPSB Secretariat
Verification of scores with applicants	April 1-2, 2025	HRMO HRMPSB Secretariat Teacher Applicants
Submission of CAR - Registry of Qualified Applicants to the SDS	April 7, 2025	HRMPSB HRMPSB Secretariat
Approval and Release of CAR - Registry of Qualified Applicants	April 10, 2025	Schools Division Superintendent HRMO Records Section

10. All interested and qualified applicants are advised to register at <https://tinyurl.com/SDOTayabasTeacher1> or scan the QR code below **AFTER** submission of application/pertinent documents at the division office.



11. Wide and immediate dissemination of this memorandum is desired.

CELEDONIO E. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

Reference: DepEd Order No. 021, s. 2024
DepEd Order No. 039, s. 2007
DepEd Order No. 007, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

RSP
TEACHER-I
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of teacher-i applicants
PERGEO9L-001153/January 10, 2025

Enclosure 1

APPLICATION REQUIREMENTS

The following documentary requirements for **Kinder/SpEd, Elementary, Junior and Senior High School teacher applicant** are as follows:

1. Letter of Intent addressed to the Schools Division Superintendent:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent
City Schools Division of the City of Tayabas

2. One (1) set of duly accomplished Personal Data Sheet (PDS) with recent passport-size picture (*CS Form No. 212, Revised 2017*) and Work Experience Sheet which can be downloaded at www.csc.gov.ph
3. EDUCATION
 - a.) Certified True Copy of Transcript of Records (TOR) for:
 - i. Bachelor's Degree
 - ii. Professional Education (18 units) (*if applicable*)
 - iii. Master's or Doctoral Degree (*if applicable*)
 - b.) Certification of Units Earned (if not yet graduated) issued by the School Registrar for:
 - i. Master's Degree (*if applicable*)
 - ii. Doctoral Degree (*if applicable*)

(**Note:** Copy of grades/class card/registration form will not be accepted)
4. TEACHING/INDUSTRY EXPERIENCE
 - a.) Photocopy of Service Record / Certificate of Employment
 - b.) Latest approved Appointment (*if any*)
5. ELIGIBILITY
 - a.) Certified True Copy by Professional Regulation Commission (PRC) of updated PRC Identification Card
(**Note:** For new LET passers with no PRC ID yet, scheduled appointment from PRC is acceptable.)
 - b.) Certified True Copy of Certificate of Board Ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)
6. Photocopy of certificates of training taken/attended in the **last five years** reckoned from the date/deadline of submission (*relevant to the subject or specialization being applied for*)
Please submit a summary of relevant trainings using the attached form (Summary of Relevant Trainings)
7. One (1) original copy of Barangay Certificate of Residency issued within the last six months
8. Two (2) original copies of duly accomplished **Checklist of Requirements and Omnibus Sworn Statement 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 of Deped Order 007 s. 2023*) **sworn** before any public officer authorized to administer oath (*can be Barangay Captain*)

Additional Requirements for TVL track teachers' applicants:

1. National Certificate (NC) Level II

Note: One submitted (1) NC is equivalent to zero point as it only meets the QS. To receive a score on Training, you must provide 2 or more NC or other training certificates

2. Trainers Methodology Certificate (TMC) (if any) appropriate to the specialization

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: TAY-RSP-T1-25-Position Applied For (specify the grade level/strand): Teacher IOffice of the Position Applied For: SDO Tayabas

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement		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 designated by the Head of Office			
b.	Duly accomplished <u>Personal Data Sheet</u> (PDS) (CS Form No. 212, Revised 2017) and <u>Work Experience Sheet</u> , if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/ <u>Report of Rating</u> , if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to <u>Transcript of Records</u> (TOR) and <u>Diploma</u> , 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 Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable	N/A	N/A	N/A
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 (Annex C)			
k.	Other documents as may be required for comparative assessment:	N/A	N/A	N/A
	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	N/A	N/A	N/A
	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	N/A	N/A	N/A
l.	Barangay Certificate of Residency (Issued within the last 6 months)			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are 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

SUMMARY OF TRAININGS ATTENDED IN THE LAST FIVE YEARS
(relevant to the subject or specialization being applied for)

NO.	TITLE	DATE	HOURS	REMARKS (to be filled-out by the Person- in charged)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Please make sure that you have attached the Certificate of Participation of the above-mentioned trainings on the application folder you submitted.