



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

14 March 2025

DIVISION MEMORANDUM

No. 191 s. 2025

**RECRUITMENT AND SELECTION OF APPLICANTS FOR THE TEACHER III
VACANT POSITION**

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

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants for the **Teacher III** vacant position. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022 (DepEd Merit Selection Plan)** and **DepEd Order No. 020, s. 2024 (Guidelines on the Recruitment, Selection, and Appointment to higher teaching positions)** in the recruitment and selection process.

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	No. of Position/s	Place of Assignment (Plantilla)
Teacher III	OSEC-DECSB-TCH3-271552-2021	SG 13	P 34,421	1	Luis Palad Integrated High School

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) 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 interested applicants are requested to submit all the needed documents indicated in **DepEd Order No. 020, s. 2024 (see attached Annex A)** properly labelled with ear tags per criterion at the Personnel Services Unit through the Records Section of this division or via e-mail at tayabas.city@deped.gov.ph on or before **March 24, 2025 until 5:00 o'clock in the afternoon**. Moreover, attached herewith is **Annex B**, which outlines the composition of the observers, assessors and proctors, and **Annex C**, which details the steps and protocols for conducting the Classroom and Non-Classroom Observable Indicators for the position to be filled.

4. **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. Likewise, individuals who fail to submit the complete mandatory requirements by the set deadline will not be included in the pool of official applicants.
5. During the deliberation process, the applicants shall bring their **original copies** and/or **Certified True Copy** of documents for validation. Failure to show the original documents shall nullify the points of the criterion where it represents.
6. The qualification standards of the said position are as follows:

Prescribed Qualifications					
Education	Trainings	Experience	Eligibility	For internal applicants:	
Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	RA 1080 (Teacher)	Classroom Observable Indicators (COI)	Non-Classroom Observable Indicators (NCOI)
				At least 12 Proficient COIs at Very Satisfactory	At least 8 Proficient NCOIs at Very Satisfactory
				For external applicants and other non-teacher applicants:	
				At least Very Satisfactory in the last two (2) immediately preceding rating periods, each covering one (1) year complete performance cycle	

7. Below is the timeline for the recruitment and selection process of the said position:

ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	March 24, 2025	Personnel Administration Services Unit / Records Unit

Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	March 25-31, 2025	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	April 1, 2025	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	April 1, 2025	DepEd Tayabas Bulletin Board, Website and Facebook Page
PPST COIs (Classroom Observation / Demonstration Teaching)	April 7, 2025	Luis Palad Integrated High School
PPST NCOIs (Non-Classroom Observation / Assessment of Portfolio Annotations and BEI)	April 8, 2025	Luis Palad Integrated High School
Submission of individual ratings of applicants, based on the scores they obtained in each criterion, to the AO II of the school where the vacancy exists	April 8, 2025	Luis Palad Integrated High School
Submission of Individual Ratings of applicants to HRMO / HRMPSB secretariat)	April 10, 2025	Personnel Administration Services Unit
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	April 11, 2025	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	April 14, 2025	Office of the Schools Division Superintendent
Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-
Posting of Comparative Assessment Results	April 15, 2025	DepEd Tayabas Bulletin Board, Website and Facebook Page

7. Wide and immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

IMELDA C. RAYMUNDO
Chief Education Supervisor - SGOD
Officer-in-Charge

Encl: As stated

Reference: DepEd Order 019, s. 2022

DepEd Order 20, s. 2024s

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

RSP

TEACHER III

DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment and selection of applicants for the teacher iii vacant position
PERC1A9E-001336 /March 14, 2025

Annex A

**CHECKLIST OF REQUIREMENTS
(As per DepEd Order No. 020, s. 2024)**

1. Two (2) original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement, sworn before any public officer authorized to administer oaths (e.g., Barangay Captain). Notarization will no longer be required to relieve applicants of unnecessary costs.

Note: The form can be downloaded from this link:

<https://tinyurl.com/AnnexC-1-OmnibusandChecklist>

2. Letter of intent addressed to the Schools Division Superintendent;

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

3. Fully accomplished **Personal Data Sheet (PDS)** (CS Form No. 212, Revised 2017) with recent passport-sized picture with attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;

4. Photocopy of Voter's ID and Barangay Certificate of Residency issued within the last six months;

5. Photocopy of the updated PRC ID License (must be **Certified True Copy** by the PRC);

6. Photocopy of Certificate of Board Ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET) (must be **Certified True Copy** by the PRC);

7. Photocopy of **Certified True Copy** of Transcript of Records and Certification of Units Earned issued by the School Registrar of the following, if applicable:

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)

8. Updated and duly signed Service Record or Certificate of Employment;

9. Photocopy of latest appointment (for those applying for promotion);

10. Photocopy of Certificate(s) of relevant training attended within the last five years, acquired after the last date of promotion, if applicable;

10.1. Additional Means of Verification (MOVs) for trainings attended, if any

11. Photocopy of a valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II and Trainers Methodology Certificate (TMC) (applicable only to TVL applicants);

12. Photocopy of the required Performance Ratings with **at least Very Satisfactory** rating;

Note: For internal applicants:

A performance rating from the last rating period, covering a one (1) year performance cycle in the current position, shall be required. In addition, internal applicants must also submit the performance requirements stated in the prescribed qualifications (see number 6 of this memorandum), based on a maximum of three (3) rating periods, reckoned from the immediately preceding completed performance cycle.

Note: For external applicants:

A performance rating from the last rating period, covering a one (1) year performance cycle in the current position, shall be required. In addition, external applicants must also submit the performance requirements stated in the prescribed qualifications (see number 6 of this memorandum).

13. Portfolio used in the assessment of identified PPST non-classroom observable indicators for the submitted IPCRF:

- 1.2.2 Use research-based knowledge and principles of teaching and learning to enhance professional practice.
- 4.2.2 Set achievable and appropriate learning outcomes that are aligned with learning competencies.
- 4.3.2 Adapt and implement learning programs that ensure relevance and responsiveness to the needs of all learners.
- 5.2.2 Monitor and evaluate learner progress and achievement using learner attainment data.
- 5.5.2 Utilize assessment data to inform the modification of teaching and learning practices and programs.

Annex B

**COMPOSITION OF THE OBSERVERS, ASSESSORS AND PROCTOR FOR THE
CONDUCT OF CLASSROOM AND NON-CLASSROOM OBSERVABLE
INDICATORS**

For PPST COIs (Classroom Observation / Demonstration Teaching)			
	Name	Position Title	School/Office
Observers	Mary Joy B. Talavera	Master Teacher II	Luis Palad Integrated High School
	Maria Madel C. Rubia	Head Teacher IV	Luis Palad Integrated High School
	Tesalonica C. Abesamis	Master Teacher I	Luis Palad Integrated High School

For PPST NCOIs (Non-Classroom Observation / Portfolio Annotations and Behavioral Events Interview)			
	Name	Position Title	School/Office
Assessors	Maricel L. Abella	Master Teacher I	Luis Palad Integrated High School
	Geraldine M. Constantino	Assistant School Principal I	Luis Palad Integrated High School
	Luzviminda E. Saludaes	Senior Education Program Specialist - Human Resource Development	Division Office
Proctor	Shirley H. Cabuyao	Teacher III	Luis Palad Integrated High School

Note: Observers and assessors must not be related to the applicant within the third degree of consanguinity or affinity. Therefore, the applicant must submit a written waiver on the day of their assessment. If the applicant is related to the observer or assessor, the observer and assessor will not evaluate that applicant.

Annex C

STEPS AND PROTOCOLS FOR CONDUCTING THE CLASSROOM

Classroom Observable Indicators (COI). The teachers' demonstration of COIs shall be assessed through the conduct of the classroom observation using the Classroom Observation Tool (COT), focusing on the following COT Rubric Levels to capture good performance in the corresponding PPST career stage:

- COT Rubric Levels 2 to 6 (Beginning towards Proficient) shall be used in assessing applicants to the following positions:
 - Teacher II and III
 - SST I
 - COT Rubric Levels 3 to 7 (Proficient) shall be used in assessing applicants to the following positions:
 - Teacher IV, V, VI, and VII
 - SNET I, II, III, and IV
 - COT Rubric Levels 4 to 8 (Highly Proficient) shall be used in assessing applicants to the following positions:
 - Master Teacher I and II
 - SNET V
 - COT Rubric Levels 5 to 9 (Distinguished) shall be used in assessing applicants to the following positions:
 - Master Teacher III, IV, and V
- a. *The Classroom Observable Indicators (COI).* The selected COIs indicated in this Order shall constitute the classroom observable indicators for the selection and appointment of teachers, unless otherwise modified by subsequent issuances.

Table 5. PPST Classroom Observable Indicators

Career Stage 1-2 (Beginning towards Proficient)		Career Stage 2 (Proficient)				Career Stage 3 (Highly Proficient)		Career Stage 4 (Distinguished)		
T II	T III	T IV	T V	T VI	T VII	MT I	MT II	MT III	MT IV	MT V
1.1.2	1.1.2	1.1.2	1.1.2	1.1.2	1.1.2	1.1.3	1.1.3	1.1.4	1.1.4	1.1.4
1.5.2	1.5.2	1.5.2	1.6.2	1.3.2	2.5.2	2.5.3	1.4.3	2.1.4	1.4.4	1.5.4
2.4.2	1.7.2	2.6.2	2.3.2	2.2.2	3.1.2*	3.1.3*	2.3.3	3.1.4*	2.4.4	2.4.4
3.1.2*	3.2.2*	3.1.2*	3.2.2*	3.1.2*	4.5.2	4.1.3	3.2.3*	4.5.4	3.2.4*	3.1.4*
5.3.2	4.1.2	4.1.2	5.3.2	4.5.2	5.3.2	5.1.3	5.1.3	5.3.4	5.1.4	4.1.4

*May be replaced with COI from Strands 3.2, 3.3, 3.4, 3.5 that is appropriate to the Career Stage, whichever is applicable based on the classroom context of the teacher-applicant (Madrasah, SpED, IPED, etc.).

- b. *The Classroom Observation Tools and Forms.* The following assessment tools and forms are designed to facilitate the assessment of applicant's demonstration of the classroom observable indicators. These forms can be accessed through this link: <https://bit.ly/AnnexesRSAHigherTeaching>.
- i. **COT Rubric (Annex J)** refers to the rubric by which the applicant's teaching performance is measured against the identified classroom observable indicators for each teaching position.
 - ii. **Observation Notes Form (Annex K)** is used by the observer to record specific observations and comments on the teaching performance of the applicant.
 - iii. **Rating Sheet (Annex L)** is used by each observer to indicate the rating/level attained by the applicant in each of the COIs.
 - iv. **Inter-Observer Agreement Form (Annex M)** is used to indicate the final rating for each COI during the Inter-Observer Agreement Exercise.

General Guidelines:

- i. The designation of sub-committee/s for the conduct of classroom observations shall take into consideration their understanding and knowledge of the PPST COIs, the recruitment and selection process, and the specific protocols on the conduct of classroom observations. They shall be comprised of trained COT assessors/observers with expertise on the learning areas/subject specialization being observed (e.g., Master Teachers in higher ranks than the position to be filled, Head Teachers, School Heads, Public School District Supervisors, Education Program Specialists/ Supervisors).
- ii. There shall be two (2) to three (3) observers who will conduct the classroom observation. Observers must not be related to the applicant within the third degree of consanguinity or affinity.
- iii. Classroom observations shall be done in an actual classroom setting with learners.
- iv. In the event when an in-person/face-to-face conduct of the classroom observation is not feasible, the conduct of an online observation may be allowed, provided that the classroom observation protocols are observed.

Pre-observation:

- i. The applicant shall submit a copy of their lesson plan and instructional materials based on the identified indicators for the position applied for, for review and reference of the observers.
- ii. The sub-committee/observers shall discuss and agree on the appropriate indicator under Domain 3 should be used for assessment of each applicant based on their specific classroom context.
- iii. The observers shall review the COT Rubric and the forms to be accomplished (i.e., Observation Notes Form, Rating Sheet, and Inter-Observer Agreement Form) prior to the actual conduct of the classroom observation.
- iv. The observers shall review and familiarize themselves with the lesson plan prepared by the applicant.

Actual observation:

- i. The applicants shall be observed for the entire class period in reference to the submitted lesson plan.
- ii. Only the Observation Notes Form shall be brought and accomplished by the observers during the actual observation. The observers shall record in the Observation Notes Form their comments and observations on the applicant's performance.

Post observation:

- i. The Rating Sheet shall be accomplished individually by each observer after the actual observation. *(Note: Only the teaching demonstration shall be rated. The lesson plan and instructional materials submitted to the observers shall only serve as reference.)*
- ii. Observers shall put on record under "Other Comments" of the Rating Sheet and Inter-Observer Agreement Form when the applicant's demonstration of any COI falls below the desired rating of 5 for Teacher II and III; 6 for Teacher IV to TVII; 7 for Master Teacher I and II; 8 for Master Teacher III to V.
- iii. Only the subject specialist/s shall rate Indicator 1.
- iv. An Inter-Observer Agreement Exercise shall be done, whereby all observers discuss their reasons for the rating in each indicator. In case of different ratings, the observers shall come up with a final rating, which is **NOT** an average of their individual ratings, but a rating based on their **reasoned and consensual judgment**.

STEPS AND PROTOCOLS FOR CONDUCTING THE NON-CLASSROOM OBSERVABLE INDICATORS

Non-classroom Observable Indicators (NCOI). The demonstration of NCOIs shall be assessed through the applicant's annotations on how the submitted means of verification (MOVs) from their RPMS portfolio and their responses to the interview validating the actual achievement of the identified NCOIs. It shall be done through the accomplishment of the Portfolio Annotations Form (PAF) and Behavioral Events Interview (BEI).

- a. *The Non-Classroom Observable Indicators.* The selected NCOIs indicated in this Order shall constitute the non-classroom observable indicators for the selection and appointment of teachers to higher teaching positions, unless otherwise modified by subsequent issuances.

Table 6(a). PPST Non-Classroom Observable Indicators

Career Stage 1-2		Career Stage 2				Career Stage 3		Career Stage 4		
T II	T III	T IV	T V	T VI	T VII	MT I	MT II	MT III	MT IV	MT V
4.3.2	1.2.2	1.2.2	1.2.2	1.2.2	1.2.2	1.2.2* 1.2.3**	1.2.3	1.2.3* 1.2.4**	1.2.4	4.3.4
5.5.2	4.2.2	4.2.2	5.5.2	4.4.2	4.4.2	4.4.2* 4.4.3**	4.4.3	4.4.3* 4.4.4**	4.4.4	5.5.4
6.2.2	4.3.2	4.3.2	6.1.2	5.4.2	5.2.2	5.2.2* 5.2.3**	6.1.3	6.3.3* 6.3.4**	6.2.4	6.2.4
6.4.2	5.2.2	5.2.2	7.3.2	5.5.2	6.1.2	6.1.2* 6.1.3**	6.3.3	7.2.3* 7.2.4**	7.3.4	6.4.4
7.3.2	5.5.2	7.4.2	7.4.2	7.4.2	7.4.2	7.4.2* 7.4.3**	7.4.3	7.5.3* 7.5.4**	7.5.4	7.5.4

*Indicator to be assessed in the Portfolio Annotation

**Indicator to be assessed in the Interview

- b. *The Non-Classroom Observable Indicators Assessment Tools and Forms for RSP.* The following assessment tools are designed to facilitate the assessment of applicant's demonstration of the NCOIs. These forms can be accessed through this link: <https://bit.ly/AnnexesRSAHigherTeaching>.
 - i. **Portfolio Annotations Form (Annex N)** is used to demonstrate how the teacher applicant exhibits each of the NCOIs by writing down annotations to the presented/submitted artifacts/MOVs from their RPMS portfolio. The applicant shall narrate how the MOVs facilitated the achievement of the NCOI.
 - ii. **Rubrics for the Demonstration of NCOI through Portfolio Annotation and BEI (Annex O)** are tools used as scoring guide in assessing applicant's annotations to the submitted documentations/MOVs and applicant's responses to the interview questions.
 - iii. **Rating Sheets for Portfolio Annotation and BEI (Annex P)** are used by each assessor to indicate the rating/level attained by the applicant in each of the NCOIs.
 - iv. **Inter-Assessor Agreement Forms for Portfolio Annotation and BEI (Annex Q)** are used to indicate the collegial final rating attained by the teacher applicant in each of the NCOIs, as agreed upon by the assessors.

- c. *Protocols in Administering and Assessing the Demonstration of the Non-Classroom Observable Indicators.* Administrators and assessors of the PAF shall ensure that the following protocols are judiciously followed:

General Guidelines:

- i. The designation of sub-committee/s for the assessment of NCOIs shall take into consideration their understanding and knowledge of the PPST NCOIs, the specific tools and protocols for PAF assessment and interview, and the recruitment and selection process. Furthermore, sub-committee/s shall include subject matter experts on the specialization of the position to be filled.
- ii. There shall be two (2) to three (3) assessors who will assess the applicant's demonstration of NCOIs through PAF and BEI. The assessors must not be related to the applicant within the third degree of consanguinity or affinity.
- iii. Applicants shall accomplish the PAF and undergo the BEI on the scheduled day of assessment.
- iv. Assessors shall individually rate the applicant's responses to the PAF and BEI using the Rubrics for the Demonstration of NCOIs.
- v. An Inter-Assessor Agreement shall be done whereby all assessors discuss their reasons for the rating. In case of different ratings, the observers shall come up with a final rating, which is **NOT** an average of their individual ratings but a rating based on their **reasoned and consensual judgment**.

Portfolio Assessment:

- i. The HRMPSB shall identify a designated location, preferably a room, for applicants to accomplish the PAF. A proctor shall be assigned to discuss the instructions and oversee the process.
- ii. The PAF shall be accomplished on the spot. The submitted portfolio containing the applicant's MOVs shall be the basis of their annotations. The corresponding NCOIs in the applicant's present career stage shall be used.
- iii. The applicant shall be given at most two (2) hours to accomplish the complete set of the PAF.
- iv. Using the Rating Sheet for Portfolio Annotation, assessors shall indicate the rating attained by the applicant for each of the NCOIs in the 'Rating' column, and shall use the portion 'Other Remarks' to write down statement/s that support the given rating.

Interview:

- i. The conduct of the interview shall follow the procedures and protocols indicated in the RSPI Handbook Vol. 1, with the interviewers crafting their set of interview questions.
- ii. The interview shall be used to validate the applicants' responses in the PAF to further assess the demonstration of the NCOIs. It may also be used to collect complete and detailed information about the applicant and verify their credentials. The applicants' potential, characteristics or traits, and fitness shall be assessed through the interview.
- iii. The interviewers shall use the STAR (Situation-Task-Action-Results) approach to validate whether the key behaviours that are linked to the required competencies have been exhibited by the applicant. The STAR approach draws focus on actual Situations in which the applicant acted; the Tasks that the applicant faced; the Actions that the applicant took; and the Results of those actions.
- iv. Using the Rating Sheet for the BEI, assessors shall indicate the rating attained by the applicant for each of the criteria in the 'Rating' column. They shall use the portion 'Other Remarks' to write down statement/s that support the given rating.