



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

02 MAY 2023

DIVISION MEMORANDUM
No. 205 s. 2023

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF TEACHER I
APPLICANTS FOR SCHOOL YEAR 2023-2024**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to **DepEd Order No. 019, s. 2022 (DepEd Merit Selection Plan) and DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)**, 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 SY 2023-2024.
2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle on Human Resource Management and Development and encourage 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 **May 31, 2023** at the Personnel Services Unit through the Records Section of this division.
4. The applicants shall submit all documentary requirements (*see enclosure I*) **WITH PROPER LABEL and EAR TAG** 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

5. **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.



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depeditayabas.com/>

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

ACTIVITY	TIMELINE	PERSON/S RESPONSIBLE
Orientation of Division HRMPSB, HRMO and Technical Working Group	May 11, 2023	HRMO HRMPSB HRMPSB Secretariat Technical Working Group
Deadline of Filing of application letter with complete supporting documents	May 31, 2023	Records Section HRMO
Division Evaluation of Teacher-applicant's documents	June 1-30, 2023	HRMPSB HRMO HRMPSB Secretariat
Orientation of applicants	June 9, 2023	HRMPSB HRMO HRMPSB Secretariat Teacher Applicants
PPST COIs (Classroom Observation / Demonstration Teaching) – Kinder/ SpEd & Elementary Teacher Applicants	June 13-14, 2023	Teacher Applicants HRMPSB Education Program Supervisors (EPSs) Selected Master Teachers / Technical Working Group
PPST COIs (Classroom Observation / Demonstration Teaching) - JHS Teacher Applicants	June 15-16, 2023	
PPST COIs (Classroom Observation / Demonstration Teaching) - SHS Teacher Applicants	June 19-20, 2023	
PPST NCOIs (Teacher Reflection) - Kinder/SPED & Elementary Teacher Applicants	July 3, 2023	
PPST NCOIs (Teacher Reflection) - JHS Teacher Applicants	July 4, 2023	
PPST NCOIs (Teacher Reflection) - SHS Teacher Applicants	July 5, 2023	EPSs HRMPSB HRMPSB Secretariat Technical Working Group
Submission of Individual Ratings of applicants (based on the scores they obtained in each criterion to HRMO / HRMPSB secretariat)	July 6, 2023	
Submission of Summary of Ratings to HRMO	July 7, 2023	EPSs HRMPSB Secretariat
Consolidation of Summary of Ratings	July 10, 2023	HRMO HRMPSB Secretariat


HRMPSB Deliberation	July 11, 2023	HRMPSB HRMPSB Secretariat
Verification of scores with applicants	July 12-13, 2023	HRMO HRMPSB Secretariat Teacher Applicants
Submission of CAR - Registry of Qualified Applicants to the SDS	July 14, 2023	HRMPSB HRMPSB Secretariat
Approval and Release of CAR - Registry of Qualified Applicants	July 17, 2023	Schools Division Superintendent Information Technology Officer I

7. All interested and qualified applicants are advised to register at <https://tinyurl.com/teacherstayabasregSY2023-2024> after submission of application/pertinent documents.
8. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

By:


ANTONIO P. FAUSTINO JR.
OIC – Assistant Schools Division Superintendent

Encl.:

As stated

Reference:

DepEd Order No. 019, s. 2022 and DepEd Order No. 007, s. 2023



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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.) Certificate of Complete Academic Requirements for:
 - i. Master's Degree (*if applicable*)
 - ii. Doctoral Degree (*if applicable*)
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*)
7. One (1) original copy of Barangay Certificate of Residency
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*) notarized by authorized official (*can be Barangay Captain or Notary Public*)

Additional Requirements for TVL track teachers' applicants:

1. National Certificate (NC) Level II and Trainers Methodology Certificate (TMC) appropriate to the specialization



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/IIR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office or highest Human Resource Officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet (if applicable)			
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 applicable)			
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 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			
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			

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 the 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