



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

29 May 2024

DIVISION MEMORANDUM  
No. **382** s. 2024

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO  
SPECIAL EDUCATION TEACHER I 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 to **Special Education Teacher- I** vacant positions. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022** or the **DepEd Merit Selection Plan, DepEd Order No. 012, s. 2011** or the **Guidelines on the Allocation of New Special Education Teacher I Items** and **DepEd Order No. 007, s. 2023** or the **Guidelines on Recruitment, Selection, and Appointment in the Department of Education**, in the recruitment and selection process.
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 qualified and interested applicants are requested to submit their pertinent documents on or before **June 10, 2024, 5:00 p.m.** 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 LABELS and EAR TAGS and filed in a YELLOW folder.**
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.
6. The qualification standards and competency requirements of the said position are as follows based on **DepEd Order No. 012, s. 2011.**
  - a. Bachelor of Elementary Education specializing in Special Education;
  - b. Bachelor of Science in Elementary Education major in Special Education;



- c. Bachelor of Science in Elementary Education plus 18 units in special education in the graduate level with 3 years of teaching experience to children with special needs and with very satisfactory performance in the regular schools for the last 3 years;
- d. Bachelor of Science in Elementary Education plus 15 units in special education with 4 years of teaching experience in children with special needs and with very satisfactory performance in the regular schools for the last 3 years;
- e. Bachelor of Science in Elementary Education plus 12 units in special education with 6 years of teaching experience to children with special needs and with satisfactory performance in the regular schools for the last 3 years; and
- f. Bachelor of Science in Elementary Education plus 9 units in special education with 9 years of teaching experience to children with special needs and with very satisfactory performance in the regular school for the last 3 years.

7. 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	June 10, 2024	Records Section HRMO
Division Evaluation of Teacher-applicant's documents	June 11-14, 2024	HRMPSB HRMO HRMPSB Secretariat
PPST COIs ( <b>Classroom Observation / Demonstration Teaching</b> ) and PPST NCOIs ( <b>Teacher Reflection</b> )- Teacher Applicants	June 18, 2024	Teacher Applicants Education Program Supervisors (EPSs) Selected School Heads
Submission and Consolidation of Summary of Ratings	June 19, 2024	EPSs HRMPSB Secretariat
HRMPSB Deliberation and Verification of scores with applicants	June 24, 2024	Teacher I Applicants HRMPSB HRMPSB Secretariat
Submission of CAR - Registry of Qualified Applicants to the SDS	June 25, 2024	HRMPSB HRMPSB Secretariat
Approval and Release of CAR - Registry of Qualified Applicants	June 26, 2024	Schools Division Superintendent Records Section

7. All interested and qualified applicants are advised to register at <https://tinyurl.com/spet1onlinereg> after submission of application/pertinent documents.
8. Wide and immediate dissemination of this memorandum is desired.

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

Reference: DepEd Order 039, s. 2007

DepEd Order 007, s. 2023

DepEd Order 012, s. 2011

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

RSP

SPECIAL EDUCATION TEACHER-I

DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to special  
education teacher-i

PER1ELD6-000503/May 29, 2024



Enclosure 1

### APPLICATION REQUIREMENTS

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](http://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
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*)

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

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 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 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.	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			

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

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.