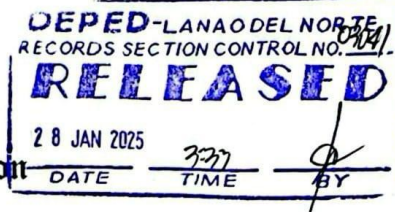




Republic of the Philippines
Department of Education
 REGION X
 SCHOOLS DIVISION OF LANA O DEL NORTE



January 23, 2025

DIVISION MEMORANDUM

No. 049, s. 2025

**CALL FOR SUBMISSION OF APPLICATIONS FOR K-12 TEACHER I
 POSITIONS, SY 2025-2026**

To: Assistant Schools Division Superintendent
 Division Chiefs and Unit Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This Office calls for the submission of applications for Teacher I positions in the Kindergarten, Elementary, Junior High School (JHS) and Senior High School (SHS) levels for School Year 2025-2026. The assessment shall abide with the guidelines, procedures, and criteria of Enclosure No. 2 "CRITERIA AND POINT SYSTEM FOR HIRING TO TEACHER I POSITIONS" to DepEd Order No. 007, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" as well as DepEd Order No. 021, s. 2024, otherwise known as "Amendments to DepEd Order No. 007, s. 2023."

2. The following Qualification Standards (QS) shall be considered in the initial evaluation of the applicants. Only those who meet the minimum qualification may proceed to further evaluation. Applicants found to fall short of the minimum qualification shall be disqualified.

Position Title	SG	Level	Education	Experience	Training	Eligibility
Teacher I (Kindergarten)	11	2	Bachelor's degree in early childhood education (BECED) or its equivalent	None Required	None Required	RA 1080 (Teacher)
Teacher I (Elementary)	11	2	Bachelor or Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)
Teacher I (Junior High School)	11	2	Bachelor of Secondary Education (BSED) or Bachelor's degree	None Required	None Required	RA 1080 (Teacher)



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			plus 18 professional units in Education with appropriate major			
Teacher I (SHS-Academic Track)	11	2	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring
Teacher I (SHS-TVL Track)	11	2	Bachelor's degree relevant to the job		At least NC II *Appropriate to the specialization	
Teacher I (SHS-Sports Track)	11	2	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track		None Required	Applicants for a contractual position: None Required
Teacher I (SHS-Arts & Design Track)	11	2	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject		None Required	Practitioners (part-time only): None required

3. This Office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY; hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.

4. All interested applicants shall submit the following documentary requirements to the School Head/School Screening Committee of the School where he/she is applying on or before February 28, 2025, at 2:00PM. Applicants are also required to register via the link after submitting their respective application papers.



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- a. Letter of Intent addressed to **EDWIN R. MARIBOJOC, CESO V**, Schools Division Superintendent, Department of Education, Schools Division of Lanao del Norte containing the following information:
 - i. Statement of purpose/ expression of interest
 - ii. Learning area/ subject group they intend to teach
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2017)
 - 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 (i.e., Transcript of Records and Diploma, including completion of graduate and post-graduate units/degrees, if available).
 - f. Photocopy of Certificate/s of Training, if applicable.
 - Photocopy of valid TESDA NC II corresponds to the specialization applied in the SHS-TVL track, for SHS applicants.
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record
 - h. Photocopy of the latest appointment, if applicable.
 - i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C) and **required to be sworn before any public officer authorized to administer oath (no longer required to be notarized)**.
 - k. Other documents required by the HRMPSB for comparative assessment:
 - Photocopy of Voter's ID and/or proof of residency
5. All applicants are also required to register online via the link www.applicant.depedldn.com after submitting their application documents. They will be assigned with application code.
6. Individuals who failed to submit complete *mandatory documents (Items a to k)* on the deadline indicated above shall not be included in the pool of official applicants. However, non-submission of the additional documentary



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requirements or those that may be required by the HRMPSB shall not warrant exclusion from the pool of official applicants.

7. Documents submitted that are original/certified thru copy will not be accepted except for Intent Letter, PDS and Checklist of Requirements and Omnibus Sworn Statement on the CAV.

8. No additional documents shall be accepted after the deadline.

9. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidence by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

10. For easy dealing with the document, the following scheme shall be followed:

a. Color coding of application folders (ordinary, long size)

- Kindergarten (Yellow)
- Special Education (Orange)
- Elementary (Green)
- Junior High School (Blue)
- Senior High School (Red)

b. Arrangement and tabbing of documents

- All documents shall be arranged according to the list above.
- Fastener must be used to bind the documents
- Tabbing of documents is required for easy browsing. Letters must be used in tabbing based on the checklist (a-k).

11. Applicants from the current CAR-RQA hiring cycle who were not appointed, regardless of their score, may choose to carry over their CAR-RQA scores and/or update their credentials for the next hiring cycle. To do so, they must submit a Letter of Intent to participate in the next hiring process. This includes all Senior High School provisionary teachers who have been teaching for less than five (5) years.

12. School Heads/Administrative Officer IIs shall submit to the Division Human Resource Office through the Records Section all application folders received on or before March 7, 2025.



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13. The HRMO will conduct an initial evaluation of the applicants' qualifications vis-à-vis the CSC approved QS and submit a duly signed Initial Evaluation Results (IER) to the HRMPSB upon completion.
14. Schedule of orientation, assessment and deliberation will be posted in a separate memorandum.
15. For information, guidance and widest dissemination.


EDWIN R. MARIBOJOC, CESO V,
Schools Division Superintendent

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

RECRUITMENT, SELECTION AND PLACEMENT

OSDS/wmm



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CHECKLIST OF REQUIREMENTS**Annex C**

Name of Applicant: _____

Application Code: _____

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 HRMC/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter on intent addressed to the SDS			
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 (i.e., 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 Photocopy of TESDA NC II corresponds to the specialization applied in the SHS-TVL track, for SHS applicants			
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 required by the HRMPBSB for comparative assessment • Photocopy of Voter's ID and/or any proof of residency			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATEION 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)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 requirements 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.