



Republic of the Philippines  
Department of Education  
REGION X

SCHOOLS DIVISION OFFICE OF LANA O DEL NORTE



March 18, 2024

DIVISION MEMORANDUM

No. 159, s. 2024

RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR  
KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL,  
AND SENIOR HIGH SCHOOL TEACHER-I POSITIONS  
FOR SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office announces the recruitment, evaluation, and selection of Teacher I applicants for SY 2024-2025 following DepEd Order No. 007, s. 2023 entitled **Guidelines on Recruitment, Selection, and Appointment in the Department of Education**.

2. Interested applicants shall submit the following documentary requirements to the school where they intend to apply or near their residence on or before April 15, 2024:

- Letter of intent addressed to the Schools Division Superintendent;
- Duly accomplished PDS (CS Form N. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- Photocopy of scholastic/academic records such as but not limited to Transcript of Records and Diploma, including completion of graduate and post graduate units/degrees, if available;
- Photocopy of Certificate(s) of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- Photocopy of Performance of Rating in the last rating period(s) covering one year performance in the current/latest position prior to the deadline of submission, if applicable;
- 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



Address: Pigcarangan, Tubod, Lanao del Norte  
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- (Data Privacy Act of 2012), using the attached form, notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
- Proof of Residency such as Voter's Registration Record, Certificate of Residency issued by the Barangay Chairman where he/she resides;
  - Photocopy of TESDA National Certificates (NC) and Trainers Methodology certificate (TMC) for SHS-TVL applicants, if available.
3. All applicants are also required to register online via the link [www.applicant.depedldn.com](http://www.applicant.depedldn.com) after submitting their application documents. They shall be assigned with application code.
4. Applicants who failed to submit the mandatory documentary requirements (Item No. 2, a-k) shall not be included in the pool of applicants. No additional documents shall be accepted after the set deadline.
5. Applicants must bring the original copy of the documents during submission of the documents to schools and during the demonstration teaching for validation purposes.
6. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
7. For easy dealing with the documents, the following scheme shall be followed:
- Color coding of application folders (ordinary long size)

Kindergarten	- Yellow
Special Need Education	- Orange
Elementary	- Green
Junior High School	- Blue
Senior High School	- Red
  - Arrangement and tabbing of documents
    - All documents shall be arranged according to Item No. 2. Checklist of Requirements (Annex C of DO 7, s. 2023) must be placed on top of all documents.
    - 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).
8. Previous applicants included in the Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA) who have not been appointed to a permanent position should reapply including all Senior High School provisional teachers who have been teaching for less than five years.
9. School Heads or Administrative Officers II of the schools shall submit to the Division Human Resource Office through the Records Section all application folders received not later than April 22, 2024.



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10. The HRMO must forward on or before April 30, 2024 all application folders submitted by the schools to the HRMPSB through the following subcommittee chairpersons:

Elementary, SNEd and Kindergarten	- <b>Dr. Maria Carmela T. Ablin</b> Chief ES, SGOD
Junior High School	- <b>Dr. Maria Eva S. Edon</b> Chief ES, CID
Senior High School	- <b>Dr. Jayvy C. Vegafria</b> Assistant Schools Division Superintendent

11. Separate folders will be required from applicants who intend to apply in more than one teaching positions.

12. Applicants are encouraged to read Enclosure No. 2 of DO 7, s. 2023 on the criteria and point system for hiring Teacher I position.

13. This Office 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.

14. Timeline for the recruitment and selection processes are as follows:

Date	Activity	Venue
April 2, 2024	Meeting of Members of the HRMPSB and Division Selection Sub-Committees	Division Office Conference Hall
April 4, 2024	Orientation of Applicants (Note: Applicants regardless of level shall go to the venue nearest their residence)	* Bacolod CS * Baroy CS * Lala NHS
April 12, 2024	Deadline of submission of application folders	Schools where applicants intend to apply or near their residence
April 17, 2024	Deadline of online registration at <a href="http://www.applicant.depedldn.com">www.applicant.depedldn.com</a>	
April 22, 2024	Deadline of submission to the Division Office of the pre-evaluated application documents received by schools	Division Records Section
May 10, 2024	Submission of application folders to the Chairs of the different Division Selection Sub-Committees by the HRMO	* Office of SGOD Chief * Office of CID Chief * ASDS Office
May 15, 2024	Posting of Initial Evaluation Results by HRMO	3 conspicuous places in the DO and Division Website



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<b>Date</b>	<b>Activity</b>	<b>Venue</b>
May 21, 2024	Conduct of Teacher Reflection Form (TRF) Writing	* Linamon CS * Bacolod CS * Baroy CS * Lala NHS
June 3-21, 2024	Demonstration Teaching and Interview	To be announced
June 28, 2024	Posting of CAR-RQA	3 conspicuous places in the DO and Division Website

15. Attached are: 1) Qualification Standards for Teacher I Positions in Elementary, Junior High School and Senior High School; 2) Criteria and Point System for Teacher I Positions; and 3) Annex C of DO 7, s. 2023 (Checklist of Requirements and Omnibus Sworn Statement).

16. Composition of the Division Selection Committee and Sub-Committees shall be disseminated in a separate issuance.

17. For queries and other relevant information, you may contact the Personnel Section at 09550315153.

18. Immediate and wide dissemination of this Memorandum is desired.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated

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

**EVALUATION  
RECRUITMENT**

**HIRING  
SELECTION**

**POLICY**

JCV/DM- Recruitment, Evaluation and Selection of Applicants for Kindergarten, Elementary, Junior High School, and Senior High School Teacher-I Positions for School Year 2024-2025

March 18, 2024



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## TEACHER I &amp; TEACHER II QUALIFICATION STANDARD

No.	Position Title	SG	Education	Training	Experience	Eligibility
1	Teacher I (Elementary)	11	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)
2	Teacher I (Secondary)	11	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)
3	Teacher I (Kindergarten)	11	Bachelor's degree in early childhood education (BECED) or its equivalent	None Required	None Required	RA 1080 (Teacher)
4	Teacher I (ALS) - Elementary	11	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)
5	Teacher I (ALS) - Secondary	11	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher) 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
6	Teacher I (SHS) TVL Track	11	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	At least NC* II * Appropriate to the specialization	None Required	Applicants for a contractual position: None Required Practitioners (part-time only): 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
7	Teacher I (SHS) Academic Track	11	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	None Required	Applicants for a contractual position: None Required Practitioners (part-time only): 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
8	Teacher I (SHS) Arts & Design Track	11	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	None Required	Applicants for a contractual position: None Required Practitioners (part-time only): 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 Applicants for a contractual position: None Required Practitioners (part-time only): None required
9	Teacher I (SHS) Sports Track	11	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	None Required	RA 1080 (Teacher)
10	Teacher II (Elementary)	12	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None Required	1 yr of relevant experience	
11	Teacher II (Secondary)	12	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	1 yr of relevant experience	RA 1080 (Teacher)
12	Teacher II (Kindergarten)	12	Bachelor's degree in early childhood education (BECED) or its equivalent	None Required	None Required	PBET / Teacher / RA 1080
						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 Applicants for a contractual position: None Required Practitioners (part-time only): None required Applicants for a permanent appointment: RA 1080 (Teacher);
13	Teacher II (SHS) TVL Track	12	Bachelor's degree holder; or a graduate of technical-vocational course(s) in the area of specialization At least NC* II + TMC** I *Appropriate to the specialization	None Required	None Required	
						If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None required Applicants for a permanent appointment: RA 1080 (Teacher);
14	Teacher II (SHS) Academic Track	12	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	
						If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None required Applicants for a permanent appointment: RA 1080 (Teacher);
15	Teacher II (SHS) Arts & Design Track	12	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	4 hours of training relevant to the courses in the Track	1 year relevant teaching/industry work experience	
						If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None required Applicants for a permanent appointment: RA 1080 (Teacher);
16	Teacher II (SHS) Sports Track	12	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	4 hours of training relevant to the courses in the Strand	1 year relevant teaching/industry work experience	
						If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None Required Practitioners (part-time only): None required



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(Enclosure No. 2 to DepEd Order No. **007**, s. 2023)**CRITERIA AND POINT SYSTEM FOR HIRING TO TEACHER I POSITIONS**

1. These criteria and point system shall cover the selection and hiring of teacher applicants to Teacher I positions in the Kindergarten, Elementary, Junior High School (JHS), and Senior High School (SHS). For SHS, the same criteria shall apply in hiring teacher applicants under permanent, provisional, or contractual status.

2. The comparative assessment for Teacher I shall be based on the following criteria:

- a. **Education** units and/or degree relevant to the position to be filled (i.e. Kindergarten, Elementary, JHS, and SHS), that exceed the minimum requirements as defined in the CSC-approved QS;
- b. **Training** hours in Curriculum and Instruction and/or other specialized training for skills development in fields related to the work, duties, and responsibilities for Teacher I, that exceed the minimum requirements as defined in the CSC-approved QS, acquired in the last five (5) years. For SHS, training may be those relevant to the learning area, specialization, or strand;
- c. **Experience** in Teaching exceeding the minimum requirements as defined in the CSC-approved QS. For SHS, relevant industry and/or work experience may be considered;
- d. **Professional Board Examination for Teachers (PBET), Licensure Examination for Teachers (LET), or Licensure Examination for Professional Teachers (LEPT) Rating;**
- e. **PPST Classroom Observable Indicators (COI)** measured through Classroom Observation/Demonstration Teaching; and
- f. **PPST Non-Classroom Observable Indicators (NCOI)** measured through the Teacher Reflection Form (TRF).

3. The weight allocation or point system for each criterion is detailed in Table 1.

**Table 1. Point System for Comparative Assessment: Teacher I Positions**

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Experience	10
d. PBET/LET/LEPT Rating	10
e. PPST COIs (Classroom Observation/Demonstration Teaching)	35
f. PPST NCOIs (Teacher Reflection)	25
<b>Total</b>	<b>100</b>

**Rubrics for Computation of Points per Criterion**

4. **Education, Training, and Experience (ETE).** The points for ETE, corresponding to the applicant's qualifications exceeding the QS, shall be computed using the Increments Table (Table 2.a, 2.b, 2.c) and the Rubrics for Computation of Points for ETE (Table 3). Only those qualifications that are relevant to the position to be filled shall be given points.

**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/HR 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 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 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 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 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.