



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

February 28, 2024

DIVISION MEMORANDUM

No. 121, s. 2024

**RECRUITMENT, EVALUATION AND SELECTION
OF TEACHER I APPLICANTS FOR SY 2024-2025**

To : OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V (Admin. Section)
Education Program Supervisors
Public Schools District Supervisors
Heads, Public Elementary, Integrated and Secondary Schools
All Others Concerned

1. Pursuant to DepEd Order No. 19, s. 2022 titled *The Department of Education Merit Selection Plan* and DepEd Order No. 7, s. 2023 titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, the Schools Division of Capiz with the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the acceptance of applications and pertinent documents of all interested qualified applicants for IPED, Kindergarten, Elementary, Junior High School and Senior High School Teacher I position for School Year 2024-2025 through the Division Sub-Committees Secretariat from March 4, 2024 to **5:00 o'clock in the afternoon of March 14, 2024**.
2. Applicants who failed to submit the complete documentary requirements within the deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.
3. Applicants are advised to register online through the link: <https://bit.ly/SDOCAPIZT-1Reg> and after fifteen (15%) minutes, the individual Application Code can be accessed through the link <https://bit.ly/SDOCAPIZIERSY-24-25>. Applicants shall indicate their Application Code in the application requirements. Both **old and new applicants** need to register online to get their new code. Only one (1) Application Code is allowed for each applicant per level/strand.
4. Interested applicants shall submit the following documentary requirements to their respective Division Sub-Committee through any school in their schools district or at the District Office on or before the deadline indicated above, to wit:
 - a. Letter of intent addressed to the Schools Division Superintendent, Miguel Mac D. Aposin EdD, CESO V;



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- b. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/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 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*), subscribed before an officer authorized to administer the oath; and
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item (i) is not relevant to the position to be filled.
5. Scanned copies of the application documents (Annex C of DepEd Order 7 s. 2023) **should be uploaded to the link** <https://bit.ly/SDOCAPIZUploadDoc>.
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 and subscribed before an officer authorized to administer oath. Any false and fraudulent documents submitted shall be grounds for disqualification.
7. The schedule of activities and other instructions as to the details on how to prepare required documents for submission relative to the Recruitment, Evaluation and Selection of Teacher-Applicants for SY 2024-2025 is indicated in *Enclosure No. 1*.



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8. Applicants who opt to retain their previous points (last year's rating) shall indicate their request in their application letter to be submitted to the District Office and also in their online registration form provided that all original documentary requirements are complete and updated. They don't need to submit the hard copies of the documents in the District Office but they are required to upload the scanned copies for verification.
9. School Heads and Division Sub-Committees are advised to post announcements in their respective schools/communities, detailing the required documents to be submitted as well as the schedule of activities.
10. The HRMPSB shall monitor and ensure the smooth conduct of the scheduled activities.
11. Meals and other incidental expenses in the conduct of these activities shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
12. Furthermore, there shall be no discrimination among applicants on account of age, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity. Applicants with special needs and/or with medical conditions are encouraged to inform the Human Resource Management Officer (HRMO) or/and the HRMSPB to facilitate appropriate arrangement and due consideration.
13. Immediate dissemination of this Memorandum is desired.

max

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Incl.: As stated
References: DepEd Order (No. 19 s. 2022) DepEd Order (No. 7 s. 2023)
Allotment:
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT EVALUATION RECRUITMENT SELECTION



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Enclosure No. 1 to Division Memorandum No. _____, s. 2024

**TIMELINE OF ACTIVITIES ON THE RECRUITMENT PROCEDURES FOR
ELEMENTARY AND SECONDARY TEACHER I APPLICANTS FOR SY 2024-2025**

Date	ACTIVITY	PROCEDURE	VENUE
February 26, 2024	Orientation of HRMPSB to the Chairpersons and Co-Chairpersons of the Division Sub-Committees (Education Program Supervisors and Public Schools District Supervisors) re Guidelines on Recruitment, Selection, and Appointment in the DepEd	The HRMPSB shall conduct orientation to the Division Sub-Committees	District of Panay
February 28-29, 2024	Orientation of Division Sub-Committee Members by the Chairperson/s and/or Vice Chairperson/s	The Sub Committee Chairperson/s and/or Vice Chairperson/s shall conduct the orientation to the other members of the sub-committees.	District Office
March 2, 2024	Orientation of Applicants and the Division Sub-Committees Secretariat/Encoders	The HRMPSB shall conduct orientation to all applicants on DepEd Order No 7 s. 2024 (Guidelines on Recruitment, Selection, and Appointment in the DepEd) and other important details on the procedures	CNHS Covered Court
March 4, 2024 - 5:00 o'clock p.m. of March 14, 2024	Submission & Receipt of Applications	Applicants must submit one (1) folder containing certified photocopies/verified from the original) of complete documentary requirements indicated in Annex C of DepEd Order 2 s. 2023 (Checklist of Requirements) to the School or Division Sub-Committee Secretariat at the District Office. Receipt of application will be based on the applicants' place of residence. (Only one official residence is considered valid). Original documents should be retained to the applicants; however,	School or District Office through the Division Sub-Committee Secretariat



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		<p>they will bring them during the Open Ranking for validation and verification.</p> <p>Note: <i>The front cover of each folder should contain information on:</i></p> <ol style="list-style-type: none">1. Applicant's Name2. Address3. Level (Elementary/Secondary)4. School applied5. Contact number and6. District <p>All documents must be orderly arranged based on the Checklist of Requirements (Annex C) with Table of Contents and properly labelled with side-tabbing in a color-coded folder as follows:</p> <ol style="list-style-type: none">1. Elementary teacher-applicants- White2. Elementary (IPED) – Orange3. Elementary (Kinder)-Red4. Junior teacher-applicants- Blue5. Senior High School teacher applicants- Yellow <p>Note: <i>Applicants are required to register online through this link (https://bit.ly/SDOCAPIZT1Reg) prior to the submission of documents (Hard Copies with pages) to the District Office c/o Division Sub-Committee Secretariat and uploading Scanned copies with pages to the HRMPSE³ Secretariat using this link: https://bit.ly/SDOCAPIZUploadDoc</i></p> <p>Moreover, applicants can access their Application Code after fifteen (15) minutes of registering online through this link https://bit.ly/SDOCAPIZIERSY-24-25. This is to ensure objectivity</p>	<p>Ask Technical Assistance from the Office of the Division ICT Officer</p>
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		<i>&integrity of the process and to protect the identity of the applicants when posting the results per RA No. 10173 (Data Privacy Act of 2012)</i>	
March 15, 2024	Submission of Official List of Applicants by the Division Sub-Committee to HRMPSB Secretariat	The Division Sub-Committees shall submit the Official List Applicants with transmittal per district classified per level (Elementary, Junior & Senior High School)	Office of the ASDS
March 18-20, 2024	Initial Evaluation of the Qualification of Applicants	The Division Sub-Committees shall conduct the initial evaluation of applicants' qualifications which shall be evaluated vis-a vis the Qualification Standard (QS) of the position applied for in terms of Education, Experience, Training, Eligibility, and Competency (if applicable).	Division Multi-Purpose Hall
March 22, 2024	Submission of Initial Evaluation Result (IER) to the Human Resource/Personnel Section	The Division Sub-Committees Secretariat shall submit the duly accomplished and evaluated IER to the HR Section for further validation.	SDO HR Office
March 25- April 3, 2024	Validation of IERs	The HRMO & HRMPSB-Secretariat shall conduct the validation of the IER submitted by the Sub-Committees vis-à-vis uploaded scanned copies of the applicants' required documents.	SDO HR Office
April 4, 2024	Posting of IERs	The HRMPSB through the Division Sub-Committees shall post the IERs in at least three conspicuous physical places, concealing the applicants' personal information in accordance with RA No. 10173 (Data Privacy Act of 2012). The only information that shall be made to public are the application codes, qualifications in terms of education, training, experience, eligibility & competency (if applicable), and remark on whether <i>Qualified</i> or <i>Disqualified</i> .	SDO HR Office District Office through Division Sub-Committees



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April 5-8, 2024	Notification of the IERs	The Division Sub-Committees Secretariat shall notify applicants of the results of the initial evaluation & schedule of Classroom Observation/Demo-Teaching/Written Examination through a written notice served through official communication channels, such as, but not limited to personal service, postal mail, courier service, or electronic mail using the official e-mail of the school/district, official social media accounts, and other means of communication that can be verified, recorded, and preserved.	District Office through Division Sub-Committees
April 10-19, 2024	Schedule of Classroom observation/Demonstration Teaching/ Written Examination	The Division Sub-committees shall facilitate the conduct of Classroom Observation/Demonstration Teaching/Written Examination	Identified Schools in the District
April 22, 2024	Assessment of COI and NCOIs	The Division Sub-committees shall assess the applicants based on the demonstration of expected competencies and 'professional' standards as defined in the PPST & through the Teacher Reflection Form (TRF)	District Office
April 30, 2024	Open Ranking System	The Division Sub-committee shall adopt an Open Ranking System to ensure transparency in the process & results of the comparative assessment wherein applicants or subset of applicants present thereat shall be disclosed to all attendees. Clarifications on the results and acknowledgement of their individual assessment must be done during the open ranking & shall require the applicants to affix their signature on their Individual Evaluation Sheet (IES). <i>(Duly signed IES shall serve as acknowledgement that the applicant has undergone the application &</i>	District Office



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		<i>assessment process based on the guidelines & that the results of the individual assessment were discussed with and affirmed by the concerned applicant.)</i>	
May 2-3, 2024	Preparation of the Comparative Assessment Result (CAR) & Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)	The Division Sub-Committees Secretariat shall prepare the CAR & CAR-RQA of applicants. The Division Sub-Committees Chairperson & Members shall affix their signature on the CAR & CAR RQA to certify the objectivity and integrity of the process.	District Office
May 7, 2024	Submission of CAR, & CAR-RQA of applicants, minutes of the meeting/deliberation, Individual Evaluation Sheet (IES) of the Sub-Committees to the Human Resource Section	The Division Sub-Committees Secretariat shall submit the softcopy & hardcopy of CAR & CAR RQA of applicants, minutes of the meetings/deliberations of the Sub-committees to the Human Resource Section for consolidation, verification and keeping of records.	SDO HR Office
May 9-10, 2024	Preparation of Final CAR & CAR RQA of Applicants	The Division HRMPSB Secretariat shall consolidate the CAR & CAR RQA of applicants. The HRMPSB shall affix their signature in the final CAR & CAR RQA of applicants to be conferred by the Schools Division Superintendent.	ASDS Office, ICT Office and SDO HR Office
May 15, 2024	Posting of the CAR & CAR RQA of Applicants	Upon approval of the CAR RQA the same shall be posted in the SDO <i>Bulletin Board</i> , <i>SDO website</i> , <i>DepEd Official Facebook Page</i> (DepEd Tayo Division of Capiz) or District/School Bulletin Boards.	Division /District Office



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