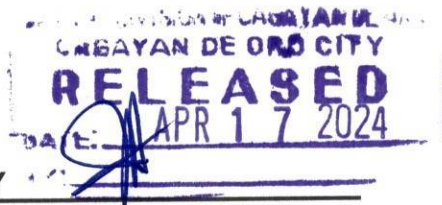




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

16 April 2024

DIVISION MEMORANDUM

No. 277 s.2024

RECRUITMENT, EVALUATION AND SELECTION OF TEACHER APPLICANTS FOR
TEACHER 1 POSITIONS IN ELEMENTARY, JUNIOR HIGH AND SENIOR HIGH
FOR SY 2024-2025

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CID and SGOD Personnel
All Others Concerned

1. The field is hereby informed of the ranking of applicants for Teacher I positions in Elementary, Junior High School and Senior High School for SY 2024-2025.
2. **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education will be used as basis for document evaluation and interview.
3. The comparative assessment for Teacher 1 shall be based on the following criteria:
 - a. **Education** units and/or degree relevant to the position to be filled (i.e. Kindergarten, Elementary, Junior High School and Senior High School);
 - 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 1;
 - c. **Experience** in Teaching. 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)
4. **ALL** interested applicants are required to register online thru <https://bit.ly/CDOTCH1ApplicantReg2024> on or before April 30, 2024. Once successfully registered, an auto-generated Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) and the IER individual form shall be forwarded to the applicant's e-mail address. Attach the IER individual form to the left side of the applicant's folder when submitting.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph

5. **ALL** interested applicants are advised to submit a new set of documents to comply the criteria mentioned in DepEd Order No. 7, s. 2023, but applicants may opt to request to retain their scores on the following criteria
 - a.) Criteria D: Professional Board Examination for Teachers (PBET), Licensure Examination for Teachers (LET), or Licensure Examination for Professional Teachers (LEPT) Rating;
 - b.) Criteria E: PPST Classroom Observable Indicators (COI) measured through Classroom Observation / Demonstration Teaching; and
 - c.) Criteria F: PPST Non-Classroom Observable Indicators (NCOI) – TRF

6. **ALL** interested applicants shall submit the following documentary requirements , properly tabbed and fastened in a clean folder, to the **Preferred School** of DepED Cagayan de Oro City on or before 5:00 pm of **April 30, 2024**. *Kindly include the position with the corresponding school you are applying for.*
 - A. Letter of Intent (addressed to **ROY ANGELO E. GAZO**
Schools Division Superintendent)
 - B. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) with Work Experience Sheet.
 - C. Photocopy of valid and updated PRC license/ID
 - D. Photocopy of Certificate of Eligibility / Rating
 - 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
 - F. Photocopy of Certificate/s of Training
 - G. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
 - H. 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), notarized by authorized official; and

7. Pertinent documents shall be submitted in color-coded, long size folders and arranged according to item No. 6 of this Memorandum

LEVEL / SUBJECT AREA	COLOR
KINDERGARTEN	White
ELEMENTARY	Blue
JUNIOR HIGH SCHOOL:	
English	Dark Blue
Mathematics	Red
Science	Yellow
TLE	White
MAPEH	Violet
Values Education & SPIMS	Pink
Araling Panlipunan	Green
Filipino	Brown
SENIOR HIGH SCHOOL:	
ABM	Light Blue
HUMSS	Orange
STEM	Red
TVL	Green
SPORTS , ARTS & DESIGN	Pink



8. The identified receiving schools for the consolidation of application documents, per sub-committee:

DISTRICT	IDENTIFIED RECEIVING SCHOOLS
ELEMENTARY	
Central	City CS
East I	East City CS
East II	Bugo CS
North I	North City CS
North II	Kauswagan CS
South	South City CS
Southwest I	Lumbia CS
Southwest II	Mambuaya ES
West I	West City CS
West II	Bulua CS
JUNIOR HIGH SCHOOL	Cagayan de Oro NHS - Junior High
SENIOR HIGH SCHOOL	Cagayan de Oro NHS - Senior High

9. Separate Memorandum shall be issued for the schedule and venue for PPST Classroom Observable Indicators (COI) -Classroom Demonstration Teaching; and PPST Non-Classroom Observable Indicators (NCOI) – TRF
10. The preferred school where applicants submitted their documents shall conduct an initial evaluation of the applicants' qualifications, focusing on Personal Information.
11. The function of the school is limited only to receive and evaluate the application documents as to the Personal Information (Names of Applicants, Address, Age, Sex, Civil Status, Religion, Disability, Ethnic Group, Email Address, and Contact No.) of the applicants.
12. The Initial Evaluation of applicants' qualifications vis-à-vis the CSC-approved QS of the position to be filled shall be conducted by the Sub Committees and Secretariats. The designated Sub Committees and Secretariats, headed by the identified chairperson, shall assess whether the applicants meet the minimum qualifications in terms of Education, Training, Experience, and Eligibility
13. School Heads of the identified receiving schools shall ensure that all application documents are intact and secured.
14. Softcopies of the Initial Evaluation Results (IER) shall be forwarded to the designated sub com secretariats for consolidation. Refer to Enclosure 2. Prescribed template for the Initial Evaluation Results (IER) shall be downloaded from bit.ly/CDOTCH1RankingTemplates. NO OTHER TEMPLATES SHALL BE USED
15. **Sub-Committee Secretariats** shall prepare the Consolidated Initial Evaluation Results (IER) by District and Subject Area and forward softcopies, in excel file to depedcdo.personnel@deped.gov.ph before **May 06, 2024**.
16. Enclosed in this Memorandum are the following:
- Ranking Timeline
 - Identified Sub-Committee and Secretariat



17. This Office promotes the Equal Employment Opportunity Principle (EEOP). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion and ethnicity.
18. This office directs the immediate and wide dissemination of this memorandum

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index

under the following subjects:

APPOINTMENT	EMPLOYMENT	EVALUATION
PROMOTIONS	RECRUITMENT	SELECTION

CAA/ DM – Recruitment, Evaluation and Selection For Teacher I
April 16, 2024



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**TIMELINE FOR THE RECRUITMENT, EVALUATION AND SELECTION OF
TEACHER APPLICANTS FOR TEACHER 1 POSITIONS IN ELEMENTARY,
JUNIOR HIGH AND SENIOR HIGH
FOR SY 2024-2025**

DUE DATE	ACTIVITY / DOCUMENTS TO BE SUBMITTED	IN-CHARGE
April 30, 2024	Deadline of submission of Application Documents for Teacher Applicants	Teacher Applicant
April ____, 2024 <i>To be announced on separate Memorandum</i>	Orientation for Teacher 1 Applicants Via Facebook Live	HRMPSB
May 02, 2024	Submission of Teachers Application Documents to District Schools Submission of Final List of Applicants received. (e.g. Personal Information) depedcdo.personnel@deped.gov.ph	School Heads School Heads
May 06, 2024	Sub-Committee Initial Evaluation Results (IER) depedcdo.personnel@deped.gov.ph	Sub-Committee
<i>To be announced on separate Memorandum</i>	Posting of Division Initial Evaluation Results (IER)	HRMPSB
May 10 to 17, 2024	Document Evaluation May 10, 2024 AM - South PM - West I May 13, 2024 AM - Central PM - North I May 14, 2024 AM - East II PM - East I May 15, 2024 AM - North II PM - West II May 16, 2024 AM - Southwest II PM - Southwest I	HRMPSB;



	May 17, 2024 CDO NHS (Junior High) for Junior High and Senior High	
May 20 to 24, 2024	Classroom Demonstration Teaching and Teacher Reflection Form (TRF)	Teacher Applicant Sub-Committee
May 27 to 31, 2024	Integration of Scores to CAR-RQA	District to HRMPSB Secretariats
June __, 2024 <i>To be announced on separate Memorandum</i>	Posting of SY 2024-2025 Comparative Assessment Results for Teacher I	HRMPSB



SUB-COMMITTEE AND SECRETARIATS FOR JUNIOR HIGH AND SENIOR HIGH		
SUBJECT AREA	MEMBERS/CHAIRPERSON	SECRETARIAT
ABM STRAND MATHEMATICS	RAY O MAGHUYOP - Chairperson MACAPANGCAT U. MAMA ROEL R. LAMERTE NORMA B. DELIMA EMILY A. TABAMO	KAREN CLAIRE L. RANULO - Head MIL BERNARD Z. DUPIT
HUMSS STRAND ARALING PANLIPUNAN	SYLVIO T. CARCILLER - Chairperson ROY H. LUMBAN VANESSA MAE B. MARTINEZ MARICEL V. BAUTISTA FERDINAND L. VINCO	LELANIE W. MANTUHAC - Head RYAM FIL T. BAHIAN
ENGLISH	PHOEBE W. TARUC - Chairperson JANUARY GAY T. VALENZONA AISA D. BADANA DINAH ZORAIDA B. ZAMORA BRENDA P. GALARPE	JOSETTE B. LANZADERAS - Head MARIA ALDEN P. PERDIZO MARISA D. CAYETUNA
STEM STRAND SCIENCE	JOEL D. POTANE - Chairperson MARISA D. CAYETUNA ROSANNA Q. UBALDE EVELYN R. SUMANDA MARIBETH T. AUMAN	ELLEN D. SOMOSIERRA - Head JOHN REY J. ALGUSO
FILIPINO	HELEN R. LUCMAN - Chairperson JOCELYN B. PALABON MAURITA M. DONASCO LOVE C. MANDAWA KARL ANTHONY O. SALISE	PIO JAIME A. AMIGO - Head KAREN F. VILLANUEVA
TVL TRACK T.L.E.	JUAN A. MINGO - Chairperson GILJUN T. PENULIAR JERSON B. HERRERO JUDSON M. PASTRANO ADEL R. CAMBANGAY, JR.	LORENA L. DALAUTA - Head MARRIDEL L. PIEDAD
MAPEH ARTS & DESIGN TRACK SPORTS TRACK	JERLY F. ELUNA - Chairperson ALFREDO C. TONGCO MANUEL L. LINCARO LORDSON Q. SIANO NINIA MARIE A. ESTILLORE	MARK JOHN G. DELA CRUZ - Head DONNA D. BUCAD
VALUES EDUCATION SPIMS	ROCHELLE A. LUZANO - Chairperson CHERYL M. PONTILLAS MARILOU P. LAGAC CATALINA Q. OLIVEROS-MCNAIR MARVIN ANTHONY A. RAMOS	LEDA L. TUVILLA - Head FLORENCE MAY P. STA. MARIA



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Sub Committees and Secretariat

SUB-COMMITTEE AND SECRETARIATS FOR ELEMENTARY LEVEL		
DISTRICT	MEMBERS/CHAIRPERSON	SECRETARIAT
CENTRAL	ANITA M. GOCHUCO - Chairperson ANNABELLE J. LARIBA RELOBE N. ZULITA JENTH Q. BALSICAS CHARITO R. JARAULA	NANNETH A. LARGO - Head KARLO KIM F. TAN
EAST I	CYNTHIA V. YAÑEZ - Chairperson CELSO L. PAGULON MARIA DEL T. MAGALLANO ARNOLD P. TEJERO LILIBETH C. AMPONG	ANNABELLE B. BADAL - Head APRIL ANN U. TANCONGCO
EAST II	CHARLYN S. BAYLON - Chairperson ROSEMARIE H. DULLENTE HIMAYA Q. CU LORETO C. LLABAN CORAZON Z. BARTOCES	CLAUDINE A. MACALOS - Head GEMRIE MHAЕ R. ACENAS
NORTH I	MILAGROS P. RECAMADAS - Chairperson DUQUE A. CAGUINDANGAN NAOMI D. TOCMOHAN ELENA B. PACAMO JOEL P. LARIBA	SONNY BOY O. GABO - Head AURIZ PAMELA M. ROSABAL
NORTH II	PARAIDA D. ORANGOT - Chairperson ALMA B. PENONIA ANDY P. LIGSANAN TITO P. YONGAO KAREN S. VERDAD	JACKELOU C. FACTURA - Head LA-ARNI S. MACALLA
SOUTH	MARGIE G. ANDRADE - Chairperson ADELINA F. ENCABO PAUL Y. BADON CENSUSA R. ABUEL CANDOLYN L. QUILIT	JOCELYN R. ABEJUELA - Head JESSICA B. PALER
WEST I	MARIFE A. RAMOS - Chairperson JERRY P. TARUC PEDRITA R. JORDAN LEONORA S. ALINSUB MERLYN S. BAHIAN	MARIA ZENIA T. CIRUJALES - Head MARY JANE C. BORJA
WEST II	SHIRLEY A. MERIDA - Chairperson EDGARDO O. YAÑEZ MARIA LODEL C. DAABAY GEMMA ETHEL B. ONG MELBA S. OMANDAM	JULIE ANN B. GOCELA - Head ANDY M. BALAHAY



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SOUTHWEST II	ANGELITO U. FELISILDA - Chairperson JESSICA JOY D. HINACAY ROMMELYN L. GONZALES BASILISA G. GAYRAMARA RICO I. CAGAPE	ROWEL A. CAGAANAN - Head AILEEN JEAN L. FIGUEROA
SOUTHWEST I	JINKY M. ARNEJO - Chairperson JINNIFER D. ESPINA MARCELO Q. MABALOS MARY GLO B. CATARONG SHELA D. YAÑEZ	DONNA MAE Q. ROA - Head CORINA G. MACABALE

HRMPSB SECRETARIAT

ELEMENTARY	CHARISE MAY RECIÑA-CEBRIAN
JUNIOR HIGH	JOANNE RUTH S. MADELA
SENIOR HIGH	MARY KATHERINE P. PALAMINE - SANGGOYOD
OVER-ALL SECRETARIAT	CHRISTY AMOR L. ALILIN-AMOGUIS

