Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

17 APR 2023

DIVISION MEMORANDUM
No. 251 , s. 2023

GUIDELINES AND ACCEPTANCE OF APPLICATION FOR K TO 12 TEACHER APPLICANTS FOR SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ District In-Charge
All Others Concerned

1. The Division of Negros Oriental continuously upholds the principles of merit, fitness, competence, and equal opportunity irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity and political beliefs in the recruitment and selection process of hiring and promoting the right people for the right job at the right time, ensuring that the organization and its human resource can deliver quality, accessible, relevant, and liberating basic education amid the challenges and opportunities of the 21st century. Thus, announces the **guidelines and acceptance of application of K to 12 interested and qualified teacher applicants for SY 2023-2024** per **Enclosure No. 2 on Criteria and Point System for Hiring to Teacher (Kindergarten to Grade 12) Positions of DepEd Order No. 007, s. 2023** titled **"Guidelines on Recruitment, Selection, and Appointment in the Department of Education."**

2. All the Public Schools District Supervisors (PSDSs)/District In-Charge (DIC)/District Caretaker (DC), School Administrators and members of the School/District Screening Committee are requested to revisit the said DepEd Order.

3. Further, an orientation of all the interested and qualified applicants shall be conducted in the district **on a schedule set** by the PSDS/DIC/DC.

4. The following **reminders and guidelines** shall be observed:

   4.1 Application Letters from the applicants shall be addressed to the Schools Division Superintendent through the School Administrator of the school applied for.
   4.2 All the supporting documents found in the attached checklist shall be complied in a properly labelled folder following the color coding:

Grade Level	Color
Kindergarten to Elementary	Blue
Junior High School	Red
Senior High School: 1. HUMSS (English, Filipino, Social Science) 2. TVL 3. Sports 4. ABM 5. STEM	 Yellow Green White Purple Orange

4.3 All the folders shall be submitted to the concerned personnel:
- 4.3.1 **Sheena Lee B. Torres/Rina A. Duran** for the Elementary
- 4.3.2 **Conchita J. Tuin** for the Junior HS; and
- 4.3.3 **Ma. Irene Cecilia A. Elemia/Jan Marie S. Camacho** for the Senior HS.

4.4 The attached templates shall be completed and submitted together with the folders. A soft copy shall be submitted to the concerned secretariat.

4.5 The schedule for acceptance and checking of documents in the school is on **April 17-28, 2023** and shall be endorsed to the district through the school/district screening committee on **May 2-5, 2023**.

4.6 Deadline of submission of Documents to the Division Office is on or before **May 12, 2023**. Folders and other documents submitted to this office **after** this date shall **NOT BE ACCEPTED.**

4.7 Transcript of Records shall be submitted and with SO for Masteral or Doctoral degree.

4.8 Teaching experience shall be credited with the support of certificate of employment signed by the employer/head of school for private schools recognized by DepEd and memorandum of understanding/agreement signed by the Hiring entity and the Schools Division Superintendent for public schools.

4.9 For the Senior High School applicants, the Track/Strand applied for must be aligned with the baccalaureate degree, except for TVL. Applicants who can only qualify for HUMSS are bachelor degree graduates majoring in Social Science, Social Studies, Araling Panlipunan, Philosophy, Values or other courses not qualified for ABM, STEM, TVL, and Sports.

4.10 The applicant shall assume full responsibility and accountability of the validity and authenticity of all the submitted documents as certified in the attached omnibus. Any violation shall automatically disqualify the applicant from the selection process.

4.11 In completing the District Master list of applicants, it shall be arranged alphabetically regardless of area of specialization/major for the Elementary and JHS, while the Senior High School shall be arranged alphabetically by strand. (Please see attached template).

5. Schedule for PPST Classroom Observable Indicators (PPST-COI) through face-to-face classroom/observation or teaching demonstration using the Classroom Observation Tool for Recruitment, Selection, and Placement (COT_RSP) and the conduct of PPST Non-Classroom Observable Indicators (PPST NCOI) through the applicant's narrative and reflection shall be disseminated through another memorandum.

6. Strict compliance and wide dissemination of this memorandum is desired.

NERI C. CASTRO, EdD, CESE
Schools Division Superintendent

OSDS/ MKP-JMA-NLR/OASDS-R/ NLR
April 11, 2023

Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ **Applicant Code:** _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact No.: _____

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 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"*, electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) where 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.

LIST OF ELEMENTARY TEACHER 1 APPLICANTS BY DISTRICT

District: _____ **Total No. of Applicants:**_____

No.	Name of Applicant (Surname, First Name, MI.) *In Alphabetical Order	School/District Applied to	Home Address	Contact No.

Submitted by:

_____

SIGNATURE OVER PRINTED NAME OF PSDS/DIC/District Caretaker

LIST OF JUNIOR HIGH SCHOOL TEACHER 1 APPLICANTS BY DISTRICT

District: _____ **Total No. of Applicants:**_____

No.	Name of Applicant (Surname, First Name, MI.) *In Alphabetical Order regardless of major subject	Major	School/District Applied to	Home Address	Contact No.

Submitted by:

_____

SIGNATURE OVER PRINTED NAME OF PSDS/DIC/District Caretaker

FOLDER CODING FOR ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL	
	FOLDER CODE
First Congressional District	
Ayungon 1	AY1
Ayungon 2	AY2
Bindoy 1	BIN1
Bindoy 2	BIN2
Canlaon 1	CAN1
Canlaon 2	CAN2
Jimalalud 1	JIM1
Jimalalud 2	JIM2
La Libertad 1	LL1
La Libertad 2	LL2
Manjuyod 1	MAN1
Manjuyod 2	MAN2
Tayasan 1	TAY1
Tayasan 2	TAY2
Second Congressional District	
Amlan	AML
Mabinay 1	MAB1
Mabinay 2	MAB2
Mabinay 3	MAB3
Mabinay 4	MAB4
San Jose	SJ
Sibulan 1	SIB1
Sibulan 2	SIB2
NOHS	NO
Third Congressional District	
Bacong	BAC
Dauin	DAU
Siaton 1	SIA1
Siaton 2	SIA2
Siaton 3	SIA3
Siaton 4	SIA4
Sta. Catalina 1	SC1
Sta. Catalina 2	SC2
Sta. Catalina 3	SC3
Sta. Catalina 4	SC4
Valencia	VAL
Zamboanguita 1	ZAM1
Zamboanguita 2	ZAM2

ADDITIONAL FOLDER CODING FOR SHS			
STRAND	FOLDER CODE	SPECIALIZATION	FOLDER CODE
HUMSS	H	ENGLISH	ENG
		FILIPINO	FIL
		SOCIAL SCIENCE	SOCSCI
ABM	A		
STEM	ST	SCIENCE	SCI
		MATHEMATICS	MATH
TVL	T	AFA	AFA
		IA	IA
		ICT	ICT
		HE	HE
SPORTS	SP		

SAMPLE:

FOR HUMSS-ENGLISH AYUNGON 1 APPLICANT

AY1-H-ENG-1 AY1-H-ENG-2

FOR ABM AYUNGON 1 APPLICANT

AY1-A-1 AY1-A-2

FOR STEM-SCIENCE AYUNGON 1 APPLICANT

AY1-S-SCI-1 AY1-S-SCI-2

FOR TVL-AFA AYUNGON 1 APPLICANT

AY1-T-AFA-1 AY1-T-AFA-2

FOR SPORTS AYUNGON 1 APPLICANT

AY1-SP-1 AY1-SP-2

NOTE: FOLDER CODE SHOULD BE PLACED AT THE UPPER LEFT CORNER OF THE FOLDERS

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LIST OF SENIOR HIGH SCHOOL TEACHER APPLICANTS BY DISTRICT

District: Ayungon 1 **Total No. of Applicants: 10**
Strand : HUMSS-English

No.	Name of Applicant (Surname, First Name, MI.) *In Alphabetical Order per Strand	Baccalaureate Degree/Course	School/District Applied to	Home Address	Contact No.
1	Dela Cruz, Juana C.	BSHM	Ayungon NHS	Mabato, Ayungon, Negros Oriental	0920-123-4567
2					
3					
4					
5					
6					
7					
8					
9					
10					

Submitted by:

Juan Dela Cruz EdD
PSDS

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

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District: Ayungon 1 **Total No. of Applicants: 5**

Strand : HUMSS-Filipino

No.	Name of Applicant (Surname, First Name, MI.) *In Alphabetical Order per Strand	Baccalaureate Degree/Course	School/District Applied to	Home Address	Contact No.
1	Dela Cruz, Juana C.	BSHM	Ayungon NHS	Mabato, Ayungon, Negros Oriental	0920-123-4567
2					
3					
4					
5					

Submitted by:

Juan Dela Cruz EdD

PSDS

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

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LIST OF SENIOR HIGH SCHOOL TEACHER APPLICANTS BY DISTRICT

District: Ayungon 1 **Total No. of Applicants: 3**
Strand : STEM-Mathematics

No.	Name of Applicant (Surname, First Name, MI.) *In Alphabetical Order per Strand	Baccalaureate Degree/Course	School/District Applied to	Home Address	Contact No.
1	Dela Cruz, Juana C.	BSHM	Ayungon NHS	Mabato, Ayungon, Negros Oriental	0920-123-4567
2					
3					

Submitted by:

Juan Dela Cruz EdD
PSDS

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

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LIST OF SENIOR HIGH SCHOOL TEACHER APPLICANTS BY DISTRICT

District: Ayungon 1 **Total No. of Applicants: 4**
Strand : TVL-ICT

No.	Name of Applicant (Surname, First Name, MI.) *In Alphabetical Order per Strand	Baccalaureate Degree/Course	School/District Applied to	Home Address	Contact No.
1	Dela Cruz, Juana C.	BSHM	Ayungon NHS	Mabato, Ayungon, Negros Oriental	0920-123-4567
2					
3					
4					

Submitted by:

Juan Dela Cruz EdD
PSDS

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph