



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 070, s. 2024

MAR 08 2024

**SELECTION PROCESS FOR THE HIRING OF TEACHER 1
POSITIONS IN SDO KABANKALAN CITY FOR SY 2024-2025**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of Kabankalan City hereby announces the opening for application and selection of qualified applicants for Teacher 1 positions for Kindergarten, Elementary, and Secondary (both Junior and Senior High Schools).

2. The selection and ranking process is open to all interested applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, physical disabilities, etc.

3. Interested applicants shall submit their application letter together with the following pertinent supporting documents both in soft and hard copies to the **Division Sub-Committee not later than 5:00 PM of March 25, 2024:**

- a. Letter of intent addressed to the Schools Division Superintendent specifying the position applied for;
- b. Duly accomplished Personal Data Sheet (PDS) CS Form 212, 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, 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. **Notarized** 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 (Enclosure No. 2);
- 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



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4. Applicants who fail to submit the mandatory documentary requirements (Items a to i) on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. However, failure to submit the non-mandatory documents (Item j) shall not warrant exclusion from the pool of official applicants.
5. The application letter and supporting documents shall be prepared by the applicant in three sets: one folder for the original, one for the certified photocopies, and one set which will be a **soft copy or scanned copy of the documents submitted in PDF format**. The folder with the original copies shall be retained by the applicant and the same shall be brought during the scheduled validation of documents.
6. The Division Sub-Committee shall receive both the photocopy and scanned copies of the said documents through any of its members in the schools under their jurisdiction.
7. To ensure effective and efficient implementation of the recruitment and selection process, the following Committees are hereby constituted as follows:

Division Sub-Committee for Elementary Level

Assigned Personnel	Assigned Schools for Acceptance of Application
Chairperson: Junry M. Esparar, PhD Members: Jacqueline B. Dagunan Yvonne B. Vingno Larlin Q. Quirit Jerralyn E. Limaco Mary Joan G. Dayon Nenita Grande Ben T. Villanueva Benjie Gonzales Jennifer Mahasol Christine M. Barbasa Denrose Entierro Teresita Cadagat	Binicuil Elementary School ERAMS East ERAMS West Tabugon Elementary School Bantayan Elementary School Oringao Elementary School

Division Sub-Committee for Secondary Level (Junior High School)

Assigned Personnel	Assigned Schools for Acceptance of Application
Chairperson: Rene Erillo Members: Jesusa G. De la Paz Saturnino T. Pabalinas, Jr., PhD Miguel G. Penaranda III Faustino Padilla Analie V. Almaiz Blas P. Tabayag Romeo G. Puyogao Donna Banaglorioso	Binicuil National High School Kabankalan National High School Florentino Galang, Sr. National High School Tabugon National High School Tagukon National High School



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Division Sub-Committee for Secondary Level (Senior High School)

Assigned Personnel	Assigned Schools for Acceptance of Application
Chairperson: Jolly G. Gariando, Jr. Members: Jenelyn Argamaso Eden B. Nifras Xyzette V. Ganza, PhD Mary Helen M. Bocol Julius S. Ongalon Julia R. Laurico Jonathan M. Gerangue Roselyn D. Mabasa Evelyn B. Atienza	Binicuil National High School Kabankalan National High School Florentino Galang, Sr. National High School Tabugon National High School Tagukon National High School

8. The Chairperson for each of the Division Sub-Committees will delegate who among its members shall take charge of the acceptance of applications in their respective school assignments.

9. The schedule of the succeeding activities and additional guidelines for this recruitment shall be communicated through a separate Memorandum.

10. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent