



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

DIVISION MEMORANDUM

MAR 18 2024

No. 087, s. 2024

CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 70, S. 2024
RE: 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 following provisions of Division Memorandum No. 70, s. 2024 are hereby changed as follows:

	From	To
Paragraph 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:	All interested qualified applicants shall submit to the School Head of the elementary, secondary, or integrated school, according to their specialization and nearest their residence, the application documents enumerated in Enclosure No. 1 of this Memorandum in two (2) sets not later than 5:00 PM of March 25, 2024.
Paragraph 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.	The application letter and supporting documents shall be prepared by the applicant in two (2) sets. The first set shall be composed of original copies of the documents submitted while the second copy are certified copies.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
 Telephone Number: 471-2454 | 471-2003
 E-mail: kabankalan.city001@deped.gov.ph



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Paragraph 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.	The School Head of the elementary, secondary, or integrated school shall receive the hard copies of the application and attached documents and attest to its authenticity and completeness.
Paragraph 7	To ensure effective and efficient implementation of the recruitment and selection process, the following Committees are hereby constituted as follows...	Rescinded
Paragraph 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.	Rescinded

2. On the other hand, the following information are hereby added:
- Qualified applicants for more than one level (JHS and SHS) shall prepare a separate set of application documents. However, applicants to more than one specialization in Senior High School no longer need to prepare more than one set of application but shall indicate in their application letter that they intend to apply in more than one specialization.
 - The details indicated in the application letter shall be the basis of the School Head as to the **specialization or level applied** for by the applicant.
 - Interested applicants shall follow the procedures outlined in Enclosure No. 2 of this Memorandum which will serve as the guide in the submission and acceptance of applications.
 - Specific instructions for the School Heads can also be found in Enclosure No. 2 outlining the procedures for the acceptance of applications and forwarding the same to the HRMPSB.
 - All expenses related to the conduct of the evaluation and ranking process are chargeable against the Division MOOE subject to the usual accounting and auditing rules and regulations.
 - For the guidance of all concerned, enclosed are the following:
 - Enclosure No. 1 – Checklist of Documents and Omnibus Sworn Statement
 - Enclosure No. 2 – Instructions for School Heads and Teacher Applicants
 - Enclosure No. 3 – Sample Format for the Labelling of Folders



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- g. The Orientation for Teacher I Applicants for Kindergarten to Senior High School will be on April 18, 2024 which will be held at the Kabankalan City Cultural and Sports Center (K-Center).
- h. A separate Memorandum shall be issued for the composition of sub-committees and their functions relative to the conduct of this recruitment.
3. All other provisions of Division Memorandum No. 70, s. 2024 shall remain in effect.
4. 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

CHECKLIST OF DOCUMENTS

Name of Applicant: _____ Application Code: _____
 Position/s Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____ Religion: _____ Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled out by applicant; Check if submitted)	Verification (To be filled out by HRMO/HR Office/Sub-Committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Schools Division Superintendent			
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. 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 – 4 copies			
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:

 School Head

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 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.



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INSTRUCTIONS TO TEACHER – APPLICANTS

1. Submit to the school nearest your residence where you wish to apply a properly labeled white long-size folder which contains the application letter addressed to the Schools Division Superintendent and all other pertinent documents in two (2) sets as specified in Paragraph 3 of this Memorandum.
2. For Junior and Senior High School applicants, indicate in your intent letter the **Specialization or Subject Group** you intend to apply in.
3. Secure an original copy of the duly signed checklist and omnibus sworn statement and take it with you as proof that you have submitted your documents to the school. This is after the School Head has verified the completeness of your documents and stamped your application “received”.
4. The School Head shall retain one copy of your documents submitted including a copy of the **NOTARIZED** checklist.
5. Scan your copy of the checklist and all documents submitted arranged according to the list of requirements enumerated in Paragraph 3 of Division Memorandum No. 70, s. 2024 and save in pdf format using your last name as the filename formatted as follows:

Illustrative example:

John Agus Titong, JHS English applicant

Filename: AGUS-JT-JHSENGLISH

Arthur Morin Espada, SHS HUMMS 1A applicant

Filename: ESPADA-AM-HUMMS1A

6. Only those whose applications are received by the School Heads shall proceed with the online registration and uploading of documents.
7. You will be the one to upload your scanned documents. The uploading will be done after the orientation of applicants. Further instructions will be given during the orientation.

INSTRUCTIONS TO SCHOOL HEADS

1. Verify and receive the application letter and other pertinent documents of Teacher I applicants once complete and in order which will be indicated in the **notarized Checklist of Documents**.
2. Affix your signature to attest to the authenticity and completeness of the documents submitted by the Teacher I applicants.
3. You shall not issue application codes to applicants. It shall be done by the HRMO.
4. Give one set of the documents submitted to the applicant and retain one copy with the school. These shall be used by the HRMPSB as its contingency measure in case of unforeseen glitches beyond the control of the HRMPSB.
5. Scan the **NOTARIZED** checklist of documents submitted and the application letter of the applicant.
6. Save the scanned documents using the format of the filename as follows:

Illustrative example:

John Agus Titong, JHS English applicant (Binicuil NHS)

Filename: AGUS-JT-302786-JHSENGLISH

Arthur Morin Espada, SHS HUMMS 1A applicant

Filename: ESPADA-AM-302786-HUMMS1A

7. Open the URL **<http://bit.ly/schooluploading20242025>** and fill in the basic information of the applicant. Review the encoded information, especially the email address of the applicant.
8. Upload the Checklist of Documents and application letter and click on the submit button not later than **April 10, 2024**.
9. Separate uploading shall be done for each unique application per applicant.

SAMPLE FORMAT FOR THE LABELING OF FOLDERS

**PERTINENT DOCUMENTS FOR
TEACHER APPLICATION OF JUAN DE
LA CRUZ
(KINDERGARTEN)
SY 2024-2025**

**PERTINENT DOCUMENTS FOR
TEACHER APPLICATION OF JUAN DE
LA CRUZ
(ELEMENTARY)
SY 2024-2025**

**PERTINENT DOCUMENTS FOR
TEACHER APPLICATION OF JUAN DE
LA CRUZ
(JUNIOR HIGH SCHOOL - ENGLISH)
SY 2024-2025**

**PERTINENT DOCUMENTS FOR
TEACHER APPLICATION OF JUAN DE
LA CRUZ
(SENIOR HIGH SCHOOL – GROUP IV-
D)
SY 2024-2025**