



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 224, s. 2023

JUN 15 2023

**RECRUITMENT AND SELECTION FOR TEACHER APPLICANTS OF
KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL, AND
SENIOR HIGH SCHOOL FOR SY 2023-2024**

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 Office of Kabankalan City, through the HRMO, announces the start of the acceptance of applications and pertinent documents of all interested qualified teacher applicants for Kindergarten, Elementary, Junior High School, and Senior High School teacher positions for SY 2023-2024 at the school level until 5 p.m. of June 27, 2023.
2. The selection and ranking process is open to all qualified teacher-applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, physical disabilities, etc.
3. Relative to the issuance of the new DepEd Merit Selection Plan as stated in DepEd Order No. 7, s. 2023, applicants from the previous school year may no longer opt to waive or choose to retain their scores. The new criteria for the recruitment and selection process are hereby adopted for the establishment of the Registry of Qualified Applicants for SY 2023-2024.
4. All interested qualified applicants shall submit to the School Head of the elementary, secondary or integrated school nearest their residence the following required documents in one (1) set:
 - 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 (Enclosure No. 1) – 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
5. Further, 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.
6. Relative to the issuance of Division Memorandum No. 225, s. 2023 re: Constituting the HRMSB Sub-Committees and their attached Functions Relative to the Conduct of the SY 2023-2024 Teacher Recruitment and Selection, all School Heads shall organize their respective School Screening Committees



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to receive applications submitted using the checklist found in Enclosure No. 1.

7. Specific instructions for the School Screening Committees can be found in Enclosure No. 3 outlining the procedures for the acceptance of applications and forwarding the same to the HRMPSB.

8. No additional documents will be accepted after the deadline, EXCEPT for those required by the Division Selection Committee to validate some aspects in the criteria or claims for points with insufficient supporting documents.

9. Applicants with special needs (e.g., PWD) should submit a separate letter request prior to the deadline of submission of applications to the Office of the ASDS for any assistance that they might need during the evaluation and ranking process.

10. 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.

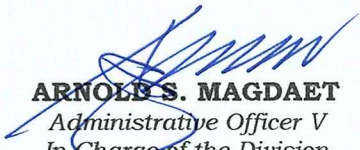
11. The Orientation of Teacher Applicants and School Screening Committees will be on June 20, 2023 via Microsoft Teams through the following links:

- a. Orientation of Teacher Applicants (9:00 a.m.) – bit.ly/OrientationTA2223
- b. Orientation of School Screening Committee (1:30 p.m.) - bit.ly/OrientationSSC2223

12. 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 Teacher Applicants
- Enclosure No. 3 – Instructions for the School Screening Committee
- Enclosure No. 4 – Sample Format for the Labelling of Folders

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


ARNOLD S. MAGDAET
Administrative Officer V
In-Charge of the Division

Reference:
DEPED ORDER NO. 7 s. 2023



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CHECKLIST OF DOCUMENTS

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

Application Code: _____

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:

HRMO/SSC Chair

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 one (1) set only as specified in Paragraph 4 of this Memorandum.
2. For Senior High School applicants, indicate in your intent letter the **Senior High School 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 Screening Committee (SSC) has verified the completeness of your documents and **assigned an application code**.
4. Scan your copy of the checklist and save in pdf format. This shall be uploaded during the online registration.
5. The Application Code to be issued by the SSC is different from the Unique Application Number obtained from the prior ranking processes of the prior years.
6. Only those with Application Codes given by the SSC shall proceed with the online registration.
7. Register ONLINE and fill out all required information through this URL: **<http://bit.ly/kab2023>**.
8. Regardless of the number of applications, use only one (1) e-mail account. Applicants who intend to apply in more than one level or specialization shall submit a separate set of documents for each level or specialization and shall be given a separate application code. Likewise, online registration shall be done separately per level or specialization.
9. Upon successful registration, verify that your name is reflected in the Official List of Applicants which may be viewed at <https://www.depedkabankalancity.com/initial-evaluation-results.html>
10. Wait for the schedule of demonstration teaching, reflection writing, and the face-to-face validation.
11. Bring all original documents during the face-to-face evaluation of documents as part of the open ranking system.
12. After the evaluation of documents, you will receive a copy of your Individual Evaluation Sheet which contains the points you have obtained from the recruitment and selection process including the scores from the demonstration teaching and reflection writing.
13. In case you are not agreeable of the scores reflected therein, address your query in writing within three (3) days to the HRMPSB which will be present on the venue of evaluation to attend to your concern.
14. Should you agree with the results, sign two (2) copies of the Individual Evaluation Sheet which shall also represent your official scores for the ranking process.



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INSTRUCTIONS TO SCHOOL HEADS/SCHOOL SELECTION COMMITTEE (SSC)

1. Receive and verify that the application letter and other pertinent documents are complete and in order which will be indicated in the **notarized Checklist of Documents**.
2. The Chairman of the School Screening Committee shall then affix their signature to attest to the authenticity and completeness of the documents submitted.
3. Consecutively, assign the Application Code unique to each application and not per applicant in case of multiple applications filed in one school but under different levels or specialization.
4. For Kindergarten to Junior High School, this format must be followed:
 - a. The first character shall indicate the level to which the application belongs
(K – Kinder, E – Elementary, J – Junior High School)
 - b. School ID of the school to issue the Application Code
 - c. Number series to be assigned for each applicationIllustrative example:
Juan dela Cruz is an applicant of Amian Elementary School
The filename shall be: E-132186-001
a b c
5. For Senior High School applications, the following shall be observed:
 - a. The first character shall indicate the level to which the application belongs
(S – Senior High School)
 - b. Senior High School Subject Group
 - c. School ID of the school to issue the Application Code
 - d. Number series to be assigned for each applicationIllustrative example:
Juan dela Cruz is an applicant of Kabankalan National High School under the
Specialized TVL Group IV-D
The filename shall be: S-IVD-132186-001
a b b c
6. Scan all the documents including the checklist and save as PDF file using the application code as the file name.
7. Open the URL **<http://bit.ly/schooluploading2023>** and fill in the basic information of the applicant then UPLOAD the scanned documents. Review the encoded information, especially the email address of the applicant and see to it that the documents have been uploaded before clicking the submit button.
8. Fill-in the necessary information in the Individual Evaluation Sheet and submit the same both in soft and hard copy (2 copies) to the HRMO not later than June 30, 2023.
9. The SSC shall only fill in the data from Columns A to R of the IER. The HRMO shall be the one to indicate whether the applicant is qualified or not in Column S of the IER.
10. The posting of the IER shall be done by the HRMO and not by the SSC.





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SAMPLE FORMAT FOR THE LABELING OF FOLDERS

**PERTINENT DOCUMENTS FOR TEACHER
APPLICATION OF JUAN DE LA CRUZ
(KINDERGARTEN)
SY 2023-2024**

**PERTINENT DOCUMENTS FOR TEACHER
APPLICATION OF JUAN DE LA CRUZ
(ELEMENTARY)
SY 2023-2024**

**PERTINENT DOCUMENTS FOR TEACHER
APPLICATION OF JUAN DE LA CRUZ
(JUNIOR HIGH SCHOOL - ENGLISH)
SY 2023-2024**

**PERTINENT DOCUMENTS FOR TEACHER
APPLICATION OF JUAN DE LA CRUZ
(SENIOR HIGH SCHOOL – GROUP IV-D)
SY 2023-2024**

