



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

17 APRIL 2023

DIVISION MEMORANDUM

No. 245, s. 2023

RECRUITMENT, SCREENING, EVALUATION AND SELECTION OF NEW TEACHER APPLICANTS FOR TEACHER I POSITIONS IN ELEMENTARY, KINDERGARTEN, SPED, IPED, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL LEVELS FOR SCHOOL YEAR 2023-2024

TO: Division Personnel Selection Board (PSB)
CID and SGOD Personnel
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Teacher Applicants
All Others Concerned
This Division

1. This Office announces the Recruitment, Evaluation and Selection of New Teacher Applicants for Teacher I Positions in Elementary, Junior High School and Senior High School levels for School Year 2023-2024 pursuant to **DepEd Order No. 019, series 2022** entitled *The Department of Education Merit Selection Plan* and **DepEd Order No. 007, series 2023** entitled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education* in all levels.
2. All applicants shall submit to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists. A written application (with a Unique Applicant Number indicated), supported by the following documents stated below shall be submitted between **May 4 – May 12, 2023**:
 - a. Letter of intent addressed to the Schools Division Superintendent;
 - b. Duly accomplished PDS (CSC Form 212 with passport size picture) with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID;
 - d. Photocopy of Certificate of Eligibility/Rating;
 - e. Photocopy of Transcript of records, including completion of graduate and post graduate units/degrees, if available;
 - f. Photocopy of Certificate/s of Training;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record; and
 - h. Copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee



Address: Del Pilar-Velez Street, Brgy. 29, Cagayan de Oro City 9000
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3. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted as evidenced by the duly accomplished and notarized **Checklist of Requirements** with Omnibus Sworn Statement (**Annex C of DO 007, s. 2023**). Any violation will automatically disqualify the applicant from the selection process.
4. In the preparation of the pertinent documents, applicants shall observe the following color coding using long-sized ordinary (board) folders:

Kindergarten	Pink
SPEd	Orange
IPEd	Yellow
Elementary	Green
Junior HS	Blue
Senior HS	Red

5. Observe proper arrangement, pagination, fastening and tabbing.
- The pertinent papers shall be arranged orderly based on Paragraph 2 of this Division Memorandum.
 - The **Checklist of Requirements** with Omnibus Sworn Statement (**Annex C**) must be placed at the top of these documents and each sheet/document must bear a page number.
 - The documents shall be fastened at the top right portion inside the folder while the tabbing according to Annex C, shall be placed at the bottom of each document.
6. Applicants shall prepare only **one (1) set** of pertinent documents.
7. **Old applicants** who have joined the selection process for School Year 2022-2023, **whether included or not in the RQA**, as well as the **existing provisional Senior High School Teachers** will also **submit complete set of documents** as indicated in Paragraph 2 and will **undergo again the Teaching Demonstration and Interview process** to be included in the **Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA or Annex I-1 of DO 007, s. 2023)** for School Year 2023-2024.
8. A consolidated list of applicants with transmittal shall be made upon submission to the Division Office through the Receiving/Releasing Unit. **Deadline of submission is on May 15, 2023.**



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9. Other reminders:

- Applicants must present **original copies** of the documents during the scheduled Teaching Demonstration and Interview.
- As provided in Section 26 (b) Paragraph 2 of RA 9293 entitled “An Act Amending Certain Sections of Republic Act Numbered Seventy-Eight Hundred and Thirty-Six (RA 7836), Otherwise Known as the Philippine Teachers Professionalization Act of 1994”, teachers who have not practiced their profession for the past five (5) years shall be required to take twelve (12) units of education courses, consisting of at least six (6) units of pedagogy and six (6) units of context courses.

10. Enclosed to this Memorandum are the following:

- a. Enclosure No. 1 – Timeline of Activities on Recruitment, Screening, Evaluation and Selection of New Teacher Applicants for Teacher I Positions in Elementary, Kindergarten, SPED, IPED, Junior High School and Senior High School Levels for School Year 2023-2024
- b. Enclosure No. 2 – Division Selection Committee and School Screening Committee

11. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

Encl.: As stated

References: DepEd Order No. 019, s. 2022, DepEd Order No. 007, s. 2023

To be indicated in the Perpetual Index under the following subjects:

POLICY	RECRUITMENT
SELECTION	SCHOOLS
TEACHER APPLICANTS	

OSDS-ELO/SGOD/HRM-mce



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Enclosure No. 2 to Division Memorandum No. 245, s. 2023

DIVISION SELECTION COMMITTEE

Overall Chairman

ERLINDA G. DAEL, PhD, CESE
CES/OIC Assistant Schools Division Superintendent

Vice-Chairmen

MARIA TERESA M. ABSIN
SGOD Chief

CYDEL P. VALMORES
PSDS/OIC CID Chief

Members

RHODORA L. GALLARES, ES/OIC Admin ADOF V
MA. ASUNCION G. RAFOLS, MOPSTEA President
ERIC O. MABELIN, Division Fed. PTA Pres.

REYNALDO V. MAGAN, PESPA President
ABDON R. BACAYANA, DAPSHII President

All Education Program Supervisors
All Senior Education Program Specialist
All Public Schools District Supervisors/District In-Charge

SECRETARIAT/DOCUMENTER

Chairman:
Vice-Chairmen

GERRY P. MADRID, EPS II-SMME
MELANIE C. ESTENZO, ADOF IV-HRMO II
EDWIN L. GAMOROT, Planning Officer III
MARK LORREN T. TEJANO, ADOF V-Budget Officer

Members:

CATHERINE ANNE S. BALANAY, EPS II-SMN
CHERYL D. UBALDE, EPS II-ALS
JOSEPHINE D. LABARES – Teacher III
KIM ERIC G. LUBGUBAN, PDO II-LR
NIÑO JOMAR S. CABLAY, ADOF IV
ARLENE C. VALMORES, ADOF III
SHAYNE YANNAH M. FRIAS, ADOF III
CHRISTINE E. TAHUD, ADOF II
CLARIBEL L. RODRIGUEZ, ADAS III
AUBREY MARIE CRISTINE B. TABOR, ADAS III
MARIE KRIS YAMIS, ADA VI
FELY R. QUEZON, ADOF II
JENNIFER C. ARIASA, ADOF II
BETTY P. SALIRING, ADOF II
REINA CHRISTI L. CONSOLACION, ADOF II
PETE JOHN NESTY B. PONGCOL, ADOF II
PAUL DOMINIC F. SAA, ADOF II
KARL JOSEPH A. NORIGA, ADA I-IT Staff
All District ICT Coordinators



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Enclosure No. 1 to Division Memorandum No. 245, s. 2023

TIMELINE OF ACTIVITIES
RECRUITMENT, SCREENING, EVALUATION AND SELECTION OF NEW TEACHER
APPLICANTS FOR TEACHER I POSITIONS IN ELEMENTARY, KINDERGARTEN, SPED,
IPED, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL LEVELS
FOR SCHOOL YEAR 2023-2024

- May 3 **Virtual Orientation of Teacher Applicants – Batch 1**
 (Magsaysay – Tagoloan Districts)
 8:00am – 12:00nn – Elementary Teacher Applicants
 1:00pm – 5:00pm – JHS and SHS Teacher Applicants
- May 4 **Virtual Orientation of Teacher Applicants – Batch 2**
 (MOGCHS – Lugait Districts)
 8:00am – 12:00nn – Elementary Teacher Applicants
 1:00pm – 5:00pm – JHS and SHS Teacher Applicants
- Apr. 24 – May 2 Online Registration Period
 Registration Link: bit.ly/RegForVOTA
- May 4 – May 12 **Submission of Application and Pertinent Documents**
(Old and New Applicants) to the school
 Elementary/Kindergarten/SPeD/IPeD – School Head of
 Elementary Schools; Junior and Senior High School – School
 Head of Junior/Senior HS where a teacher shortage or
 Vacancy (regular and/or natural) exists.
- May 15 **Submission of Application Folders of New Applicants**
 (from the District Office to the Division Office)
- May 16 – May 17 **Division Level Consolidation and Online Encoding of**
the Masterlist of New Applicants
- May 18 – May 19 **Division Level INITIAL EVALUATION OF DOCUMENTS**
- May 22 – May 31 **Demonstration Teaching and Interview (Face-to-Face)**

Date/Cluster 1(1 st Congressional District)	Date/Cluster 2(2 nd Congressional District)	Level of Teaching
May 22 - 23	May 24 – May 25	Elementary, SPeD, Kindergarten, IPeD
May 26	May 29	Junior High School
May 30	May 31	Senior High School

June 1 - 5 **Consolidation of Results** after the Deliberation and Evaluation
 of documents, Demonstration Teaching and Interview following
 the required Template per DepEd Order No. 007, s. 2023.



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June 6 - 9	Further review and finalization of the Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)
June 13 - 14	Printing and Reproduction of the CAR-RQA
June 16 – 26	Posting of the CAR-RQA in three (3) conspicuous places and at DepEd, Mis. Or. official website (depedmisor.com)

Teacher applicants are given only ten (10) calendar days after the posting of CAR-RQA to submit a letter request for correction of entry (if there is any) to the office of the Schools Division Superintendent.



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