



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

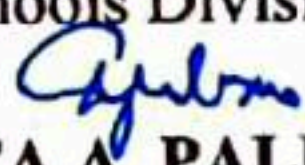
DIVISION MEMORANDUM

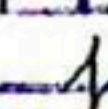
No. 170 s. 2023

TO : Chief Education Supervisor (SGOD/CID)
Education Program Supervisors
Public Schools District Supervisors
Section Heads
School Heads of Public Elementary and Secondary Schools
All Others Concerned

FROM : **MOISES D. LABIAN, JR. PhD, CESO VI**
OIC - Schools Division Superintendent

For the Schools Division Superintendent:


SHERLITA A. PALMA EdD, CESO VI
Assistant Schools Superintendent
Office In-Charge

RECEIVED
DATE: MAY 11 2023
BY: 
CALBAYOG CITY

SUBJECT : **RECRUITMENT, SELECTION AND APPOINTMENT (RSA)**
FOR K TO 12 TEACHER I POSITIONS FOR SCHOOL YEAR
2023 - 2024

DATED : May 10, 2023

1. This is to inform the field that the Recruitment, Evaluation, Selection and Appointment (RESA) for K to 12 (Kindergarten, Elementary, Junior and Senior High School) Teacher I positions will now commence.
2. An applicant shall submit his/her application, **on or before May 30, 2023**, supported with the following documents:
 - a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
 - b. Duly accomplished Personal Data Sheet (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;



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7. Applicants shall be evaluated using the following criteria:

CRITERIA	POINTS
a. Education	10
b. Training	10
c. Experience	10
d. LET/PBET/LPET Rating	10
e. PPST COIs (Classroom Observation/Demonstration Teaching)	35
f. PPST NCOI (Teacher Reflection)	25
TOTAL	100

8. An orientation activity will be conducted for all Teacher I applicants on May 31, 2023 at Calbayog City National High School to discuss on the new guidelines set for hiring process. (DepEd Order No. 007, s. 2023).

9. Perusal of documents will be on June 1-2, 2023.

10. Hiring Process Schedule is as follows:

Process/Activity	Kindergarten & Elementary Teacher Applicants	Junior High School Teacher Applicants	Senior High School Teacher Applicants
Orientation, Interview, & Demonstration Teaching	June 5 – 9, 2023 (9:00 AM) Venue: Calbayog City National High School	June 5 – 9, 2023 (9:00 AM) Venue: Calbayog City National High School	June 5 – 9, 2023 (9:00 AM) Venue: Calbayog City National High School

11. Teacher applicants should prepare at least 5 copies of their demonstration lesson plans to be given to the panel of observers/raters during the demonstration teaching.

12. The expenses of this activity (PSB lunch and snacks) shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.

13. Immediate dissemination and strict compliance with this Memorandum are directed.

References:

1. Deped Order No. 019, s. 2022 – The Department of Education Merit Selection Plan
2. Deped Order No. 007, s. 2023 – Guidelines on Recruitment, Selection and Appointment in the Department of Education



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- 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 assessment, 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 (Annex C), notarized by authorized official; and
 - k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:
 - i. 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; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.
3. All applicants shall fasten the documents using white folder with 8.5" x 2" pink label on top for *Kindergarten & Elementary*; blue label for *Junior High School*; and green label for *Senior High School* with combination of brown label for GA, yellow label for HUMSS, orange label for ABM, red label for STEM, & violet label for TVL should be properly tabbed.
 4. The qualified applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus Certification of Authenticity. Any violation will automatically disqualify the applicant from the selection process.
 5. Applicants are hereby advised to proceed to the Personnel Section prior to submission in the Record Section to confer with the HRMO on the completeness of checklist requirements for submission.
 6. The RSA process shall base on the guidelines set forth in DepEd Order No. 007, s. 2023 which can be browsed at deped.gov.ph.



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