



Republic of the Philippines  
**Department of Education**  
 Region VIII (Eastern Visayas)  
**SCHOOLS DIVISION OF CALBAYOG CITY**

March 25, 2024

**DIVISION MEMORANDUM**  
 NO. 206, s. 2024

**RECRUITMENT, EVALUATION, AND SELECTION FOR TEACHER 1  
 POSITION FOR SCHOOL YEAR 2024-2025**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID/SGOD  
 Education Program Supervisors/Division Coordinators  
 Public Schools District Supervisors  
 Section and Unit Heads  
 Human Resource Merit, Promotion and Selection Board  
 Public Elementary and Secondary School Heads  
 All others concerned

1. In compliance with the Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHARA) and DepEd Order No. 007, s. 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Office hereby announces the Recruitment, Evaluation, and Selection for Teacher 1 Position for School Year 2024-2025 adhering to the principle of the Open Ranking System with the implementation of the Division Innovation Project dubbed as Project CRESP: (Comprehensive Hiring, Recruitment, and Engaging Selection Process).
2. All Public School District Supervisors/District In-charge and Public Elementary and Secondary School Heads with the Division Sub-Committee and School Screening Committee are encouraged to inform all interested and qualified teacher applicants for Elementary, Junior High School and Senior High School are requested to observe the following timeline and other related activities.

Activity	Date	Persons Involved
1. Orientation of Applicants	May 13, 2024 (Calbayog District 1-6) May 14, 2024 (Oquendo 1-3 & Tinambacan 1-3 Districts)	HRMPSB
2. Submission of applications to the School Screening Committee and Acceptance of Application, uploading of Annex C thru Online Application Portal (Project: CHRESP).	May 15-31, 2024	School Screening Committee (SSC)



Address: P2 Brgy. Hamorawon, Calbayog City, Samar  
 Website: <https://calbayogcity.deped.gov.ph>  
 Email Address: [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)

Activity	Date	Persons Involved
3. Submission of Individual Evaluation Results (IERs) Annex D, separate Qualified and Disqualified Applicants (soft and hard copy) from SSC to District Administrative Officers / District Heads for consolidation	June 05, 2024	School Screening Committee (SSC)
4. Submission of consolidated Individual Evaluation Results (IERs) Annex D, from Districts to HRM Office separate Qualified and Disqualified Applicants (soft and hard copy)	June 10 -11, 2024	District Administrative Officers / District Head
5. Notification of Applicants (Qualified and Disqualified)	June 13-14, 2024,	ICT Office
6. Posting of Individual Evaluation Result (IER) of Qualified and Disqualified applicants	June 18-19, 2024,	HRM Office
7. Posting of Schedule for Evaluation, Assessment and Demonstration Teaching of Applicants at the Division Official Website and other identified conspicuous places	June 20-21, 2024,	ICT Office
8. Demonstration Teaching and Weight Allocation or Giving of Points for Comparative Assessment	June 24-28, 2024 (Elementary, JHS, SHS)	Division Selection Committee ((DSC) HRMPSB
9. Deliberation of Results	July 01, 2024	DSC and HRMPSB
10. Posting of Results for Verification in 3 conspicuous places and Official Website and applicants confirmation of points for the result of the deliberation	July 02-05, 2024	DSC and HRMPSB
11. Finalization and submission of the Division RQA for Approval of the SDS		
12. Posting of Comparative Assessment-Registry of Qualified Applicants (CAR-RQA) in 3 conspicuous places and Official Website for 10 calendar days	July 10, 2024	DSC and HRMPSB



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3. All teacher applicants must submit the following requirements to the school Screening Committee (SSC):

a. Application Letter addressed to the office of the Schools Division Superintendent as Inside Addressee following the format below:

**MARGARITO A. CADAYONA, PhD., CESO VI**  
OIC – Schools Division Superintendent  
Schools Division of Calbayog City  
P2, Brgy. Hamorawon, Calbayog City, Samar

**THRU: JENNIFER CAMPILLO-ALVAREZ**  
OIC- HRMO

- b. Duly accomplished PDS (CS Form 212, revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID;
- d. Photocopy of Certificate of Rating;
- e. Photocopy of scholastic /academic record such as but not limited to Transcript of Records (TOR) and Diploma, General Weighted Average (GWA), including completion of graduate and post-graduate units/degrees;
- f. Photocopy of Certificate/ s of Training;
- 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 Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized. by authorized official; and
- k. Other documents may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Mean 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 in Item (a) is not relevant to the position to be filled, if applicable.

4. The SSC shall examine the authenticity and completeness of the documents submitted. For Junior and Senior High School applicants, the SSC must check if the documents are aligned with their specializations. Once checked and verified, said application documents shall be returned to applicants and must be stamped received, complete and verified.




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5. The criteria and point system for evaluative assessment for teacher I positions are as follows:

Criteria	Breakdown of Points
Education	10
Training	10
Experience	10
PBET/LET/LEPT Rating	10
PPST COIs (Classroom Observation/Demonstration Teaching)	35
PPST NCOIs (Teacher Reflection)	25
<b>TOTAL</b>	<b>100</b>

6. If there are applicants who request to retain their rating from last year's approved Comparative Assessment Result (CAR), they must submit a letter signifying their intent during the scheduled submission period. Those aiming to update their rating must also attach supporting documentation.
7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MARGARITO A. CADAYONA, Jr. PhD. CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-in-Charge*  
*Office of the Schools Division Superintendent*

*Enclosures:*

*Enclosures No 1: The Division Evaluation and Selection Committee*

*References:*

*ORA OHRA 2018*

*DepEd Order No. 007, s. 2023*

*Division Memorandum No. 73, s. 2024 (HRMPSB Composition)*



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Enclosure 1.0

RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD			
SUB COMMITTEE MEMBERS FOR TEACHER I			
	ELEMENTARY	SECONDARY (JHS)	SHS
	Lead: Dioleriano Cacait, JR.	Milaner R. Oyo-a	Avelina P. Tupa
EDUCATION	ERWIN PURCIA	JOSHUA SHERWIN T. LIM	GALINA V. PANELA
TRAINING	GERALDINE SUMBISE	MARITA SENOLOS	JOY B. SALDANA
EXPERIENCE	LOURDES MATAN	RICKS S. CANO	ARNOLD JARABA
LET RATING	MERCEDITA GARCIA	NELSON BELLO	ANABELLE YANGZON
CLASSROOM OBSERVATION (PPST COIs)	TERESA SIMO ALMACABER JOSE ABON REYNALDO BERNALES BENEDICTO MIRALES NORA CAPETILLO ANABELLE YANGZON NOEMI CASTANTE TERESA VILLA ESTER SIOZON ELBERT ONGCAL SAMUEL REPELENTE JAIME SAGAYAP, JR. ZENaida C. SAAVEDRA NIMFA S. DOROJA LEA L. JORDAN MICHALE PERNIA NIEVES JAVINES	AVELINA P. TUPA JOY BE SALDANA NELSO BELLO LOURDES MATAN MERCEDITA GARCIA JOSHUA LIM ROMEO CASTANTE MARICEL ALEGRIA MYRNA PECAYO REY NICHOLSON G. SALURIO RAFAEL MENTE BENJIE T. BEDUYA BONA L. DELOS REYES RINALYN BESO NORMEL JOHN MANUALES NICHOLS TARRAYO, JR. LORNA TARRAYO HERMINIA S. BALANAY MARICEL S. CABRILLAS CHINCKY F. BACULANTA ROBERT ANTHONY YGRUBAY DANILO JADULCO	ARNOLD JARABA ERWIN PURCIA GERALDINE SUMBISE NOEL E. SAGAYAP RICKY S. CANO ROLANDO LACBO ELIZABETH LUMOD WILMA REYES EMELIE TARRAYO IRENE PAGHUNASAN MA. LUZ MURILLO NELCA CABABAT LUZ T. UY LILIA L. ADEL CHRISTOPHER SALINO
TEACHER REFLECTION (PPST NCOIs)	RODRIGO VENTURES CHONAVALENZUELA CRISANTO PACHO CYNTHIA PAGATPAT SAMILA ADVINCULA ZARRAH LLEGO SARAH DEMIT EMALYN TAN NEREFE ECLIPSE ANA BELLA BAJET	JOSEPHINE GALLARDO PRESCILLA TAPERLA JOSE SAGADAL JOHN MICHALE JALAYAJAY CARLO DOINOG ROWENA L. OYO-A JENETH ALFARO LOURDES LADRERO VIVENCIA ESCAREAL NOVA S. GASPAN	JUDITH FORTALEZA CLEMENS ANDRADE GENE DOMINIC GUTIEREZ CORRIE SENOLOS GERARDO GARCIO ELEANOR CATAMPO BELINDA PRUDENTE NELIN L. ACOBA RAMIL MANCOL MERIAM CALESA
REVIEW, CONSOLIDATION/ CONFIRMATION OF POINTS	HRMPSB REGULAR MEMBERS/SECRETARIAT	HRMPSB REGULAR MEMBERS/SECRETARIAT	HRMPSB REGULAR MEMBERS/SECRETARIAT