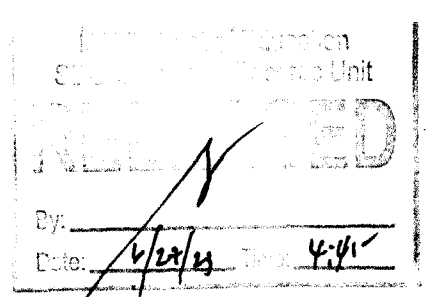




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Rehiyon V



TANGGAPAN NG MGA PAARALANG PANSANGAY NG CAMARINES SUR

June 19, 2023

DIVISION MEMORANDUM

No. 227 s. 2023

**RECRUITMENT AND ASSESSMENT OF PUBLIC
ELEMENTARY AND SECONDARY SCHOOL TEACHER I FOR SY 2023-2024**

TO: Assistant Schools Division Superintendents
Pedro J. Pelonio, Chief-SGOD
Gina A. Valenciano, Administrative Officer V
Maria Divina H. Calleja, AO IV-HRMO
Representatives of Accredited Teachers Association
Representatives of Heads of Office where the vacancies exist
Education Program Specialists for ALS
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
Interested Teacher Applicants
All Others Concerned

1. The Schools Division Office of Camarines Sur announces the conduct of Recruitment and Assessment of Public Elementary and Secondary School Teachers for Teacher I position for School Year (SY) 2023-2024. DepEd Order No. 19, s. 2022, The Department of Education Merit Selection Plan, and DepEd Order No. 7, s. 2023, Guidelines on Recruitment, Selection, and Appointment (RSA) in the Department of Education shall be used for teacher applicants for Kindergarten, Elementary, Special Education (SPED), Alternative Learning System (ALS), Junior High School (JHS) and Senior High School (SHS).
2. As PRIME-HRM II accredited agency, the Division of Camarines Sur, in its recruitment and assessment of public schools teachers, adheres to the Equal Opportunity Principle (EOP), hence, it is open to all interested, qualified applicants regardless of age, gender orientation, religious affiliation, physical disability, etc.
3. Interested applicants must submit in the school nearest their residence basic mandatory documents for Qualification Standards (QS)/CSC approved minimum requirements and documents for Comparative Assessment for rating purposes. No additional documents shall be accepted after the filing deadline per timeline.
4. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be ground for disqualification.
5. In observance of Open Assessment System, the HRM-PSB shall proceed to the districts as scheduled for the evaluative/comparative assessment.




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6. The HRM-PSB Assisting members, District Sub-Committees and School Sub-Committees shall be assigned/created to perform HRM-PSB and/or HRMO-delegated functions and other tasks as needed.
7. Enclosures to this Memorandum are the following:
 - a. Enclosure No. 1 -Timeline of Activities
 - b. Enclosure No. 2 -Point System for Comparative Assessment
 - c. Enclosure No. 3 -Documents to be submitted for Qualification Standards/Basic requirements
 - d. Enclosure No. 4 -Documents to be submitted for Comparative Assessment
 - e. Enclosure No. 5 -General Guidelines in the Filing of Application
 - f. Enclosure No. 6 -Special Instructions in filing application documents for JHS and SHS
 - g. Enclosure No. 7 -Composition of Division HRM-PSB, HRM-PSB Assisting Members, District Sub-Committees and School Sub-Committees
 - h. Enclosure No. 8 -Roles of HRM-PSB Assisting Members and Sub-Committee Members
8. Expenses relative to the conduct of recruitment and assessment shall be charged against Division/School MOOE and/or other available local funds subject to the usual accounting and auditing rules and regulations.
9. For guidance, compliance and widest dissemination.


NORMA B. SAMANTELA, CESO VI
Schools Division Superintendent *MS*



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TANGGAPAN NG MGA PAARALANG PANSANGAY NG CAMARINES SUR

Enclosure No. 1 to Division Memorandum No. 117, s. 2023

(RECRUITMENT AND ASSESSMENT OF PUBLIC ELEMENTARY AND SECONDARY SCHOOL TEACHER I FOR SY 2023-2024)

TIMELINE OF ACTIVITIES

Date	Activity	Venue	Attendees/ Persons Involved	Responsible Person/ Committee
June 22, 2023	Orientation and Consultation Meeting with PSDSs and School Heads	Palestina ES, Pili, Cam. Sur	Division HRM-PSB PSDSs Selected School Heads	HRMO ASDSs
June 26- 30, 2023	Issuance/ posting of Division Memorandum on call up for applicants	DepEd Cam. Sur Website		HRMO ASDSs
Week before July 3, 2023	District Orientation on DO No. 19, s. 2022 and DO No. 7, s. 2023	District	School Heads Teacher Applicants	PSDSs
July 3-4, 2023	Blended Online and/or District Face-to-Face Orientation of all Teacher Applicants	District Offices Online	Teacher Applicants	HRMO ASDSs District Sub-Committees School Sub-Committees
July 17- 21, 2023 July 18, 2023 (July 21, 2023 – Last day of filing)	1. Filing of Written Application (with documents for Quality Standards and Comparative Assessment) by the TI Applicant 2. The receiving schools accept, checks the completeness and presentation of documents and assist applicants, if requested	Schools nearest the residence of the applicant	Teacher Applicants	School Heads



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July 24, 2023	Deadline of submission of documents from receiving schools to respective District Offices	District Office	School Sub-committees	District Sub-committee
July 24-28, 2023	Preparation of list of qualified and disqualified applicants vis-à-vis the minimum qualifications	District Office	School Heads / Receiving Schools PSDSs / District Sub-committee	School Heads / Receiving Schools PSDSs / District Sub-committee
July 31 to Aug. 1, 2023	Submission of list of qualified applicants and their pertinent documents	Division Office	District Sub-committee Division HRM-PSB	Division HRM-PSB Secretariat (HRMO) Clerical Staff
August 4, 2023	Posting of Initial Evaluation result (IER)	District Office	District Sub-committee	District Sub-committee
August 7-11, 2023	Query period for teacher applicants	District Office	Concerned Teacher Applicants	District Sub-committee
August 14-October 6, 2023	Assessment of Documents by the Division HRM-PSB	(To be announce in an advisory or other mode of communication)	Division HRM-PSB	Division HRM-PSB Secretariat (HRMO) Clerical Staff
Sept. 18-29, 2023	Conduct of PPST COIs (Classroom Observation/Demonstration Teaching) and PPST NCOIs (Teacher Reflection) of Qualified Applicants based on satisfaction of basic requirement Application code of applicants will be used during this activity	Central Schools /School nearest the District Office Selected Secondary Schools	District Sub-Committee	District Sub-Committee
October 2-6, 2023	Submission of result of PPST COIs and PPST	Division Office	District Sub-Committee	Division HRM-PSB



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	NCOIs to the Division HRM-PSB		Division HRM-PSB	Secretariat (HRMO) Clerical Staff
October 9-20, 2023	Consolidation of the Comparative Assessment Result	Division Office – ASDS Offices	Clerical Staff	Secretariat (HRMO) and Clerical Staff
October 23-24, 2023	Feedback of Scores to Teacher Applicants by District	District Offices	District Sub-Committee	District Sub-Committee
October 26-27, 2023	Request for Review of Scores / Appeal are received by the Division HRM-PSB	District Office Division Office (ASDS Office)	Concerned Teacher Applicants	Division HRM-PSB Secretariat (HRMO) Clerical Staff
Nov. 6-17, 2023	Review of TI document	Division Office (ASDS Office)	Division HRM-PSB	Division HRM-PSB
Nov. 20 – Dec. 8, 2023	Finalization of the Comparative Assessment Result (CAR) and Comparative Assessment Result of Registry of Qualified Applicants (CAR-RQA) by the Secretariat	Division Office (ASDS Office)	Clerical Staff	Secretariat (HRMO) Clerical Staff
Dec. 11, 2023	Submission of the CAR-RQA to the Schools Division Superintendent for Approval	Division Office-OSDS	Division HRM-PSB Chairpersons (ASDSs)	Division HRM-PSB Chairpersons (ASDSs)
Dec. 15, 2023	Posting of the CAR-RQA on the Bulletin Board and SDO Camarines Sur Website	Division Office – ASDS Bulletin Board; Division Website	All Others Concerned	Clerical Staff IT Officer



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TANGGAPAN NG MGA PAARALANG PANSANGAY NG CAMARINES SUR

Enclosure No. 2 to Division Memorandum No. 117, s. 2023
(RECRUITMENT AND ASSESSMENT OF PUBLIC ELEMENTARY AND SECONDARY SCHOOL
TEACHER I FOR SY 2023-2024)

POINT SYSTEM FOR COMPARATIVE ASSESSMENT

Criteria	Maximum Points Possible
a. Education	10
b. Training	10
c. Teaching Experience	10
d. PBET/LET/LEPT Rating	10
e. PPST COIs (Classroom Observation/Demonstration Teaching)	35
f. PPST NCOIs (Teacher Reflection)	25
Total	100

Applicants are advised to refer to DepEd Order No. 19, s. 2022 and DepEd Order No. 7, s. 2023.



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TANGGAPAN NG MGA PAARALANG PANSANGAY NG CAMARINES SUR

Enclosure No. 3 to Division Memorandum No. 221, s. 2023
(RECRUITMENT AND ASSESSMENT OF PUBLIC ELEMENTARY AND SECONDARY SCHOOL TEACHER I FOR SY 2023-2024)

**DOCUMENTS TO BE SUBMITTED BY THE APPLICANTS FOR
QUALIFICATION STANDARDS (QS) / BASIC REQUIREMENTS**

Position Title	Educational Requirements	Experience Requirements	Training Requirements	Eligibility Requirements	Documents to be submitted (Contents of Folder 1)
Teacher I	For Elementary School – Bachelor of Elementary Education (BEED) or bachelor's degree plus 18 professional units in Education	None required	None required	RA 1080 (Teacher)	1. Copy of screenshot of application code; 2. Checklist of Requirements and Omnibus Sworn Statement on the Certification of 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 of DO No. 7, s. 2023) notarized by authorized official (original copy is required);
Teacher I	For Secondary School – Bachelor of Secondary Education	None required	None required	RA 1080 (Teacher)	3. Letter of intent addressed to the Schools Division Superintendent (original copy is required);



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	(BSED) of Bachelor's degree plus 18 professional units in Education with appropriate major				4. Duly accomplished original and notarized PDS (CSC Form No. 212, Revised 2017) completely filled up with latest passport size ID picture;
Teacher I (Senior High School for the Academic Track and Core Subjects)	Bachelor's degree with a major relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject.	None required	None required	Applicants for a permanent position: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring	5. Photocopy of valid and updated PRC License/ID (except for SHS applicants applying for a provisional status);
Teacher I (Senior High School for the ARTS & Design Track)	Bachelor's degree with major in field(s) under the track; or any Bachelor's degree plus at			Applicants for contractual position: None required Practitioners (part-time	6. Photocopy of Certificate of Eligibility/Rating (except for SHS applicants applying for a provisional status); 7. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of

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<p>Teacher I (Senior High School for the Sports Track)</p>	<p>least 15 units of specialization in the relevant subject</p> <p>Bachelor's degree with major in field(s) under the track; or any Bachelor's degree plus at least 15 units of specialization in fields under the track</p>			<p>only): None required</p>	<p>graduate and post graduate units/degrees, if available:</p> <ul style="list-style-type: none"> a. Baccalaureate Degree b. 18 Professional Units in Education (if applicable) c. 18 Units in SPED/ECE (if applicable)
<p>Teacher I (Senior High School for the Technical-Vocational-Livelihood (TVL) Track)</p>	<p>Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization</p>		<p>At least NC II Appropriate to the specialization</p>		

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TANGGAPAN NG MGA PAARALANG PANSANGAY NG CAMARINES SUR

Enclosure No. 4 to Division Memorandum No. 117, s. 2023
(RECRUITMENT AND ASSESSMENT OF PUBLIC ELEMENTARY AND SECONDARY SCHOOL
TEACHER I FOR SY 2023-2024)

DOCUMENTS TO BE SUBMITTED BY THE APPLICANTS FOR COMPARATIVE ASSESSMENT

(Contents of Folder 2 -Documents to be given points by the HRM-PSB)

The following documents must be submitted by the applicant to the School Screening Committee arranged chronologically with index tabs in a long-sized color-coded folder fastened at the left side. A Table of Contents is also expected.

Education <ul style="list-style-type: none">▪ 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 applicable<ol style="list-style-type: none">a. Baccalaureate Degree with Certificate of General Weighted Averageb. 18 Professional Units in Education (if available)c. 18 Units in SPED/ECE (for kindergarten)d. Master's Degreee. Doctorate Degreef. Certification of Completed Requirementsg. Certification of number of units earned in Masteral
Training <ul style="list-style-type: none">▪ Photocopy of Certificate/s of Training
Teaching Experience <ul style="list-style-type: none">▪ Photocopy of Certificate of Employment (indicating duration of service rendered);▪ Photocopy of Contract of Service (e.g. MOU, MOA);▪ Photocopy of Service Record;▪ Photocopy of latest appointment;▪ Photocopy of the 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.
PBET/LET/LEPT Rating <ul style="list-style-type: none">▪ Photocopy of Certificate of Eligibility/Rating (except for SHS applicants applying for a provisional status)
PPST COIs (Classroom/Demonstration Teaching) <ul style="list-style-type: none">▪ To be handled by the District Sub-Committee▪ Results to be submitted to the HRM-PSB by the District Sub-Committee
PPST NCOIs (Teacher Reflection) <ul style="list-style-type: none">▪ To be handled by the District Sub-Committee▪ Results to be submitted to the HRM-PSB by the District Sub-Committee



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TANGGAPAN NG MGA PAARALANG PANSANGAY NG CAMARINES SUR

Enclosure No. 5 to Division Memorandum No. 117, s. 2023
(RECRUITMENT AND ASSESSMENT OF PUBLIC ELEMENTARY AND SECONDARY SCHOOL
TEACHER I FOR SY 2023-2024)

GENERAL GUIDELINES IN THE FILING OF APPLICATION AND ASSESSMENT PROCEDURES

A. Submission and Receipt of Applications

1. All interested applicants are required to register in the link hiring.sdocamsur.com, copy of screen shot of application code must be included in the pertinent documents to be submitted to the Head of Public Elementary/Secondary School, nearest school from their residence or where the applicants prefer to teach in color-coded folders:

ELEMENTARY

Brown Folder

JUNIOR HIGH SCHOOL

White Folder

SENIOR HIGH SCHOOL

Brown - I-A English
White Folder - I-B Filipino
Pink - I-C HUMSS
Black - I-D Media Technology
Yellow - II-ABM
Red - III-A-Mathematics
Orange - III-B-Science
Blue - IV-A.AFA
Green - IV-B Industrials Arts
Violet - IV-ICT
Light Blue - IV-D H.E
Gray - V-Sports
Light Green - VI-Arts and Design

2. Applicants are advised to prepare their documents in two (2) sets: a) 1 Folder for Qualification Standards/Basic requirements; b) 1 Folder for Comparative Assessment labelled accordingly on the front cover. These should be placed in separate envelopes to be sealed and signed across the flap before leaving these to the school sub-committee.
3. Applications submitted at the SDO (online or in hard copies) will be returned back to the Districts and Schools concerned by the Secretariat of the HRM-PSB.



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4. Hard copies of submitted electronic application documents must be received by the District Sub-Committee not later than **July 21, 2023** to be verified, otherwise the documents will not be given any rating.
5. Applicants with special needs are encouraged to indicate in their application letter their requirements in terms of facilities, equipment, etc. These should be noted by the receiving school and submit a report to the district sub-committee.
6. There will be an orientation to all teacher applicants on the evaluation and selection procedure and criteria as included in the timeline of activities for this recruitment.
7. PPST COIs (Classroom Observation/Demonstration Teaching) and PPST NCOIs (Teacher Reflection) shall be held at the district level care of the District Sub-committees led by the PSDSs.
8. Strict health protocols such as wearing of face mask and social distancing must be observed in receiving and validating hard copies of applications at all levels – School, District and Division.

B. Establishment of the Comparative Assessment Result of the Registry of Qualified Applicants (CAR-RQA) for SY 2023-2024

The remaining qualified applicants of the RQA for SY 2022-2023 may be reconsidered until the issuance of the new CAR-RQA SY 2023-2024. The HRM-PSD will no longer entertain the request for retain points or update points earned in previous ranking. The CAR-RQA shall be valid for one (1) school year only.



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TANGGAPAN NG MGA PAARALANG PANSANGAY NG CAMARINES SUR

Enclosure No. 6 to Division Memorandum No. 111, s. 2023
(RECRUITMENT AND ASSESSMENT OF PUBLIC ELEMENTARY AND SECONDARY SCHOOL
TEACHER I FOR SY 2023-2024)

SPECIAL INSTRUCTIONS IN FILING APPLICATION DOCUMENTS (For Junior and Senior High School Applicants only)

A tag (template shown below) should be pasted on the front cover of the applicant's folder to facilitate evaluation process.

APPLICANT'S APPLICATION CODE: _____ **District:** _____

Name of Applicant: _____ **Contact No.** _____

Subject Group applying for: _____ **Area of Specialization applying for:** _____

<u>Junior High School</u>	<u>Senior High School</u>
_____ English	_____ I-A English
_____ Filipino	_____ I-B Filipino
_____ AP/History/Social Studies	_____ I-C HUMSS
_____ ESP/Values Education	_____ I-D Media Technology
_____ Mathematics	_____ II-ABM
_____ Science	_____ III-A Mathematics
_____ TLE-AFA	_____ III-B Science
_____ TLE-Industrial Arts	_____ IV-A AFA
_____ TLE-ICT	_____ IV-B Industrial Arts
_____ TLE-H.E	_____ IV-C ICT
_____ MAPEH/PEHM/PE	_____ IV-D H.E
	_____ V-MAPEH/PEHM/PE
	_____ VI-Arts & Design

Are you currently teaching in DepEd school? YES _____ / NO _____ ,if YES
since when? (indicate exact date) _____ Current Position Title _____

Baccalaureate Course Earned: _____

Master's Degree Earned: _____

Doctorate Degree Earned: _____

Eligibility: _____ Secondary: _____ Elementary _____ Rating: _____

_____ DOST Scholar (JHS) _____ SPIMS _____ 100 Teachers Program
_____ SST (SHS) _____ 4Ps Member

Signature Over Printed Name of Applicant

NOTE: Please accomplish this tag completely. Write N/A on appropriate space/s if Not Applicable



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TANGGAPAN NG MGA PAARALANG PANSANGAY NG CAMARINES SUR

Enclosure No. 7 to Division Memorandum No. ¹¹⁷, s. 2023
(RECRUITMENT AND ASSESSMENT OF PUBLIC ELEMENTARY AND SECONDARY SCHOOL TEACHER I FOR SY 2023-2024)

COMPOSITION OF DIVISION HRM-PSB, ASSISTING MEMBERS, DISTRICT SUB-COMMITTEE AND SCHOOL SUB-COMMITTEE MEMBERS

HRM-PSB 1	HRM-PSB 2	HRM-PSB 3
Chairpersons		
BRIOSO, MARIA-MAGNOLIA F.	MACARAIG, FERNANDO C.	CABRERA, JOY G.
Members		
1. ANO, ADRIAN A.	1. VILLARE, WILLIAM A.	1. PELONIO, PEDRO J.
2. GONOWON, MARIBEL B.	2. ALBEZA, JEZALENE JOY	2. CALLEJA, MARI DIVINA h.
3. VALENCIANO, GINA A.	3. IGNAO, EUFROSINIA I.	3. LASALA, SONIA M.
HEAD OF OFFICE - Official Representatives/ Alternates		
4.1 PRIMAVERA, MARIA CYNTHIA (PESPA)	4.1 CUSTODIO, MAURO M. (PESPA)	4.1 REGIDOR, RAMIR (PESPA)
4.2 SIBULO, NERIO MELANO M. (ACSSA)	4.2 AGNOTE, LORELA (ACSSA)	4.2 BALATON, LEONARDO (ACSSA)
Accredited Employee Association		
5.1.A BONANZA, MARIETTA (Secondary)	5.2.A BARCENAS, ESTRELLA C. (Secondary)	5.2.A BERSOLA, RHEY (Secondary)
5.1.B ALINIO, SIMONA L. (Elementary)	5.2.B ARCA, RONALD (Elementary)	5.2.B IMPERIAL, ELSIE (Elementary)
HRM-PSB Assisting Members		
1. BERMEJO, MARICEL B.	1. MENDOZA, KRISTINE ANNE A.	1. PRADES, MILDRED J.
2. CRUZANA, JOSEPH C.	2. BINO, RENE L.	2. ALARZAR, CATHERINE P.
3. PENAFLO, MARY ANGIELEY M.	3. AVILA, REY G.	3. BELLO, ELEANOR S.
4. CLAVE, EVELYN R.	4. TABAGAN, EDGAR A.	4. PENAFLO, PEDRO C.
5. JORNALES, JULIA O.	5. MALATE, IRENE E.	5. BALMEDINA, VENUS T.
HRM-PSB Secretariat		
NONSOL, MYRIANETTE P.	ZALDUA, MINDA A.	GARCERA, JAIRA MARIE R.
HRMO Secretariat		
SAYSON, CHRISTINE L.	LANUZO, ELLICE DOMINIK B.	NOBLE, MARIANE R.
District Sub - committees (Elementary / Secondary)		
Chairpersons - PSDS in charge of the district/s		
Members - four (4) School Heads		
• Official list is to be submitted by the PSDS at the HRMO for the approval of the SDS		
School Sub - committees (Elementary / Secondary)		
Chairpersons - School Heads		
Members - three (3) to four (4) Teachers		
• Official list is to be submitted by the SH through the PSDS to the HRMO for the approval of the SDS		



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TANGGAPAN NG MGA PAARALANG PANSANGAY NG CAMARINES SUR

Enclosure No. 8 to Division Memorandum No. 117, s. 2023
(RECRUITMENT AND ASSESSMENT OF PUBLIC ELEMENTARY AND SECONDARY SCHOOL
TEACHER I FOR SY 2023-2024)

ROLES OF HRM-PSB ASSISTING MEMBERS AND SUB-COMMITTEE MEMBERS

HRM-PSB Assisting Members

- a. Assist in the Comparative Assessment of application documents for elementary and secondary teacher applicants
- b. Other tasks as may be deemed necessary/instructed as contained in division issuances

District Sub-Committees

HRMO delegated tasks:

- a. conduct Orientation on DO No. 19, s. 2022 and DO No. 7, s. 2023 to School Heads and Teacher Applicants;
- b. receive application documents of applicants from the School Sub-Committee;
- c. conduct Initial Evaluation of documents for Quality Standards (QS); and,
- d. prepare and submit IER together with the resealed QS envelope and the originally sealed envelope containing the documents for Comparative Assessment to the Division HRMO (HRMO will forward the submitted documents to the HRM-PSB).

HRM-PSB delegated tasks:

- a. conduct PPST COIs (Classroom Observation/Demonstration Teaching) and PPST NCOIs (Teacher reflection); and,
- b. prepare and submit to the Division HRM-PSB the PPST COIs and PPST NCOIs results.

Other tasks as may be deemed necessary/instructed as contained in division issuances.

School Sub-Committees

- a. Receive application documents of teacher applicants
- b. Assist and ensure in generating applicant's application code
- c. Assist and guide applicants on preparing/presenting documents (with applicant's consent/willingness)
- d. Ensure properly sealed documents in the presence of applicant, the applicant will sign across the flap
- e. Submit application documents of applicants to the District Sub-Committee
- f. Relay concerns encountered on the procedure to the District Sub-Committee
- g. Other tasks as may be deemed necessary/instructed as contained in division issuances



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