



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF PAMPANGA

May 08, 2023

DIVISION MEMORANDUM
 NO. **206**, s. 2023

**ACCEPTING AND SCREENING OF TEACHER-APPLICANTS FOR
 KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND
 SENIOR HIGH SCHOOL FOR SCHOOL YEAR 2023-2024**

TO : Assistant Schools Division Superintendents
 SGOD and CID Chiefs
 Education Program Supervisors I
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to DepEd Order No. 07, s. 2023 titled "Guidelines on Recruitment, Selection and Appointment in the Department of Education", this Office announces the acceptance and screening of teacher-applicants to establish the Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA) for School Year 2023-2024.
2. The following schedule shall be followed:

DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
May 15 – 31, 2023	Submission and Receipt of documents of teacher-applicants to the nearest elementary/secondary schools in their residence	Sub – committee for receiving and verification of documents (School Level)
TBA	Virtual Orientation of Schools and Teacher Applicants re: DepEd Order 07, s. 2023	HRMPSB
June 02, 2023	Submission of verified documents of teacher-applicants to the SDO Records Section	Sub – committee for receiving and verification of documents (School Level)
TBA	Evaluation of submitted documents of teacher-applicants	Sub-committee for evaluation of documents (Division Level)
TBA	Demonstration Teaching of teacher-applicants	Sub-committee for Demonstration Teaching



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		and Teacher Reflection (Division Level)
TBA	Evaluation of Teacher Reflection Forms	Sub-committee for Demonstration Teaching and Teacher Reflection (Division Level)
TBA	Completion and Finalization of Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) SY 2023 – 2024	HRMPSB Committee
TBA	Posting of Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) SY 2023 – 2024	HRMPSB Committee

3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.
4. All applicants shall submit their application to the nearest elementary/secondary schools in their residence or school of their choice together with their letter of intent and pertinent documents as listed and placed in two (2) long folders with fastener.
 - a. Letter of intent addressed to the Schools Division Superintendent. Attention: (School Head)
 - b. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/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 Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. NBI Clearance
 - i. Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
 - j. Checklist of Requirements of 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)
5. All documents shall be submitted in a long folder with the following color coding:
 - 5.1 Elementary Applicants



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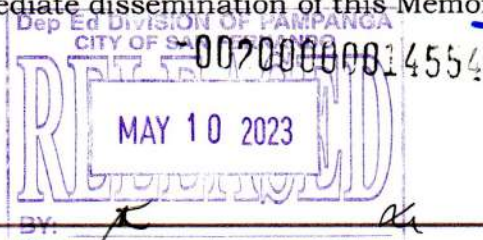
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SECTOR	COLOR
NORTH	PINK
EAST	GREEN
SOUTH	WHITE
WEST	YELLOW

5.2 Junior High School and Senior High School Applicants

CLUSTER	COLOR
I	BLUE
II	YELLOW
III	RED
IV	GREEN
V	PINK
VI	ORANGE
VII	VIOLET

6. In order to have an application code, all teacher-applicants are required to accomplish and upload the submitted documents to the given link: bit.ly/SDO-PAMPANGA-TEACHER-APPLICANTS-SY2324
7. Only those who obtained a total score of fifty (50) points and above will be included in the Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) for Kindergarten, Elementary, Junior High School and Senior High School.
8. The RQA shall be valid only for a period of one (1) School Year (2023 – 2024).
9. A separate memorandum will be released for the composition of School/Division Level Sub-Committees and announcement of schedule for Evaluation of Documents, Demonstration Teaching and Teacher Reflection Form.
10. Immediate dissemination of this Memorandum is desired.



ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent



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CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (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			
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 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			
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:

 Human Resource Management Officer

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", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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.