



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

March 04, 2024

DIVISION MEMORANDUM
NO. **153**, s. 2024

**RECRUITMENT, SELECTION AND HIRING OF TEACHER-
APPLICANTS FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH
SCHOOL AND SENIOR HIGH SCHOOL FOR SCHOOL YEAR 2024-2025**

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. This is to announce the recruitment, selection and hiring of teacher-applicants for SY 2024-2025 with following schedule of activities:

| DATE | ACTIVITIES | PERSON/COMMITTEE RESPONSIBLE |
|---------------------------------|---|--|
| March 05, 2024 – April 05, 2024 | Submission and Receipt of documents of teacher-applicants to the preferred elementary/secondary schools | Sub – committee for receiving and verification of documents (School Level) |
| April 08, 2024 – April 18, 2024 | Verification of documents by the School Sub-committee | Sub – committee for receiving and verification of documents (School Level) |
| April 11, 2024 | Virtual Orientation of Schools and Teacher Applicants re: DepEd Order 07, s. 2023 | HRMPSB |
| April 19, 2024 | Submission of verified documents to the Central School AO (Elementary) and Cluster School Chair (Secondary) | Sub – committee for receiving and verification of documents (School Level) |
| April 26, 2024 | Submission of verified documents of teacher-applicants to the SDO Records Section | Central School AO (Elementary) and Cluster School Chair (Secondary) |



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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|-------------------------------|--|--|
| April 29, 2024 – May 03, 2024 | Evaluation of submitted documents of teacher-applicants | Sub-committee for evaluation of documents (Division Level) |
| May 06, 2024 – May 31, 2024 | Demonstration Teaching of teacher-applicants & Accomplishment of Teacher Reflection Form (TRF) | Sub-committee for Demonstration Teaching and Teacher Reflection (Division Level) |
| June 03, 2024 – June 14, 2024 | Evaluation of Teacher Reflection Forms | Sub-committee for Demonstration Teaching and Teacher Reflection (Division Level) |
| June 21, 2024 | Completion and Finalization of Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) SY 2024 – 2025 | HRMPSB Committee |
| June 28, 2024 | Posting of Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) SY 2024 – 2025 | HRMPSB Committee |

2. The guidelines stipulated in the following DepEd Order shall be strictly followed;
 - a. for Kindergarten, Elementary and Junior High School Teacher I positions – DepEd Order No. 07, s. 2023
 - b. for Senior High School Teacher II positions – DepEd Order No. 03, s. 2016 (Hiring Guidelines for Senior High School Positions Effective School Year 2016 – 2017)

DepEd Order No. 27, s. 2016 (Qualification Standards for Senior High School Teaching Positions Effective in the Department of Education)

DepEd Order No. 51, s. 2017 (Amended Qualification Standards for Senior High School Teaching Positions in the Technical Vocational Track and Order Clarifications on the Hiring Guidelines)

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.



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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.
- Letter of intent addressed to the Schools Division Superintendent. Attention: (School Head)
 - Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - Photocopy of valid and updated PRC License/ID, if applicable;
 - Photocopy of Certificate of Eligibility/Rating, if applicable;
 - 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;
 - Photocopy of Certificate/s of Training, if applicable;
 - Photocopy of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - NBI Clearance
 - Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
 - 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)
 - For Senior High School Teacher II applicants – Portfolio Folder as per DO. 3, s. 2016
5. All documents shall be submitted in a long folder with the following color coding:

5.1 Elementary Applicants

| 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 |



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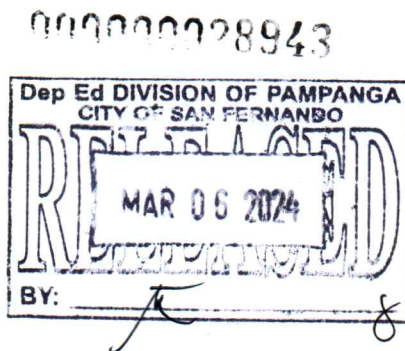


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| | |
|-----|--------|
| IV | GREEN |
| V | PINK |
| VI | ORANGE |
| VII | VIOLET |

- 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 and Junior High School and seventy (70) points and above for Senior High School.
- The RQA shall be valid only for a period of one (1) School Year (2024 – 2025).
- 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.
- It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
- 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 (To be filled-out by the applicant. Check if submitted) | Verification (To be filled-out by the HRMO/HR Office/sub-committee) | |
|----|--|--|---|---------|
| | | | Status of Submission (Check if complied) | Remarks |
| 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 (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. | 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) | | | |
| k. | Other documents as may be required for comparative assessment: | | | |
| | 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.