



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

May 16, 2023

DIVISION MEMORANDUM

No. **230**, s. 2023

**SUBMISSION OF DOCUMENTS OF ELEMENTARY AND SECONDARY  
(JUNIOR AND SENIOR HIGH SCHOOL) TEACHER I APPLICANTS FOR SY 2023-2024**

To: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Public Schools District Supervisors  
Heads, Public Elementary, Integrated & Secondary Schools  
All Others Concerned

1. Pursuant to DepEd Order No. 19, s. 2022 titled "*The Department of Education Merit Selection Plan*" and DepEd Order No. 7, s. 2023 titled "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*", this office announces the acceptance of applications and pertinent documents of all interested qualified applicants for Elementary & Secondary (Junior & Senior High School) Teacher I Position for SY- 2023-2024.
2. An applicant for the Elementary and Secondary (Junior & Senior High School) levels shall submit a written application supported with all documents specified in the attached Checklist of Requirements to the District Sub-Committee Secretariat at the District Office **NOT later than 5:00 o'clock in the afternoon of May 31, 2023 (Wednesday)**.
3. All applicants are requested to access the division online registration and fill in the required information through this link (<https://bit.ly/SDOCAPIZT1Reg>)
4. The timeline of activities, procedure in the recruitment and selection of teacher applicant and Checklist of Requirements are found in Enclosure No. 1 & 2 of this memorandum, respectively. *(It is advised that the applicant shall arrange the documents in a folder with Table of Contents and proper tabs based on the checklist a-k).*
5. Applicants who failed to submit the complete documentary requirements listed in Enclosure No. 2 on the set deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.
6. 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 and subscribed before an officer authorized to administer oath. Any false and fraudulent document submitted shall be grounds for disqualification.
7. This recruitment process as such, upholds the principles of merit, fitness for the job and equal opportunity. This Office highly encourages interested & qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income

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class and political affiliation, or other similar factors/ personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Management Officer upon submission of their application so that provisions will be given/facilitated for them.


8. The composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) and District Sub-Committees can be found in the Division Memorandum No.197, s. 2023 titled Reconstitution and Designation of the Schools Division Office Human Resource Merit Promotion and Selection Board (HRMPSB) for Teaching, Non-teaching, Related Teaching & School Administration, Division Memorandum No. 221, s. 2023 titled Corrigendum to Division Memorandum No. 197 s. 2023 (Reconstitution and Designation of the Schools Division Office Human Resource Merit Promotion and Selection Board (HRMPSB) and Division Memorandum No. 228, s. 2023 titled Composition of the District Sub-Committee on the Recruitment & Selection of Applicants for Teacher I Positions for SY- 2023-2024.

9. Applicants are enjoined to strictly observe the guidelines in the submission of documents relative to the filling up of vacant positions.

10. The CAR-RQA for teachers intended for a specific school year shall be valid only until the duration of the school year for which it was prepared and shall be utilized in filling up of positions that are created or vacant within the school year; provided, that the HRMPSB shall reconvene to deliberate, and update the CAR- RQA by identifying the candidates who were already appointed.

11. Expenses of the HRMPSB and the District Sub-Committees relative to the conduct of this activity shall be charged against the Division MOOE. Travel expenses of school-based personnel shall be charged against school MOOE & travel expenses of division-based personnel shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.

12. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: DO 19, s. 2022  
DO 7, s. 2023

To be indicated in the Perpetual Index  
under the following subjects:

COMMITTEES  
RECRUITMENT

GUIDELINES  
SELECTION

ORIENTATION  
APPOINTMENT

SUBMISSION

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Enclosure No. 1 to Division Memorandum No. 230, s. 2023

**TIMELINE OF ACTIVITIES ON THE RECRUITMENT PROCEDURES FOR TEACHER- I  
ELEMENTARY & SECONDARY (JUNIOR & SENIOR HIGH SCHOOL) APPLICANTS FOR  
SY 2023-2024**

<b>Date</b>	<b>ACTIVITY</b>	<b>PROCEDURE</b>	<b>VENUE</b>
May 16, 2023	Orientation of HRMPSB District Sub-Committee & Secretariat re Guidelines on Recruitment, Selection, and Appointment in the DepEd	The HRMPSB shall conduct orientation to the District Sub-Committee & Secretariat re Guidelines on Recruitment, Selection, and Appointment in the DepEd	Division Multi-purpose Hall
May 23, 2023 8:30 a.m to 5:00 p.m	Orientation of Applicants	The HRMPSB shall conduct orientation to all applicants re <b>Guidelines on Recruitment, Selection, and Appointment in the DepEd</b>	<b>CNHS</b> <b>Library</b>
May 23-31, 2023	Submission & Receipt of Applications	<p>Applicants must submit folders containing the complete documentary requirements indicated in Enclosure No. 2 (Checklist of Requirements) to the <b>District Sub-committee Secretariat</b> at the District Office. Receipt of application will be based on the applicant's place of residence.</p> <p><i>Note: The front cover of each folder should contain information on:</i></p> <ol style="list-style-type: none"><li><i>1. Applicant's Name</i></li><li><i>2. Address</i></li><li><i>3. Level</i></li><li><i>4. School applied</i></li><li><i>5. Contact number and</i></li><li><i>6. District</i></li></ol> <p><i>All documents must be orderly arranged based on the Checklist of Requirements (Annex C) and Table of Contents and properly</i></p>	District Office

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		<p><i>labelled with side-tabbing in a color-coded folder as follows:</i></p> <ol style="list-style-type: none"><li>1. Elementary teacher-applicants- White</li><li>2. Junior teacher-applicants- Blue</li><li>3. Senior High School teacher applicants- Yellow</li></ol> <p><i>Applicants are required to register online through this link (<a href="https://bit.ly/SDOCAPIZT1Reg">https:// bit.ly/ SDOCAPIZT1Reg</a>) prior to the submission of documents to the District Office.</i></p> <p><i>Moreover, applicants are advised to secure their application code from the District Office. The application code will be reflected in the Checklist of Requirements in two copies (1 copy will be returned to the applicant &amp; 1 copy will be retained in the applicant's folder). This is to ensure objectivity &amp; integrity of the process and to protect the identity of the applicants when posting the results.</i></p>	
June 2, 2023	Submission of Applicants' Documents by the District Sub-Committee to the Division HRMPSB Secretariat	The District Sub-Committees shall submit the documents of applicant with transmittal per district classified per level (Elementary, Junior & Senior High School)	Office of the ASDS
June 5-9, 2023	Initial Evaluation of the Qualification of Applicants	The District sub-committees shall conduct the initial evaluation of applicants' qualifications which shall be evaluated vis-a vis the Qualification Standard (QS) of the position applied for in terms of Education, Experience,	Division Multi-purpose Hall

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		Training, Eligibility, and Competency (if applicable).	
June 13, 2023	Submission of Initial Evaluation Result (IER) to the Human Resource/Personnel Section	The District Sub-Committee Secretariat shall submit the duly accomplished and evaluated IER to the HR Section for further validation.	SDO HR Office
June 14-16, 2023	Validation of IER	The HRMO & HRMPSB-Secretariat shall conduct the validation of the IER submitted by the Sub-Committees.	SDO HR Office
June 19, 2023	Posting of IER	The HRMPSB Sub-committees shall posts the IER in at least three conspicuous physical places, concealing the applicants' personal information in accordance with RA No. 1073, otherwise known as the Data Privacy Act of 2012. The only information that shall be made to public are the application codes, qualifications in terms of education, training, experience, eligibility & competency (if applicable), and remark on whether <i>Qualified</i> or <i>Disqualified</i> .	SDO HR Office
June 20, 2023	Notification of the IER	The District Sub-committee Secretariat shall notify applicants of the results of the initial evaluation & schedule of Classroom Observation/Demo-Teaching/Written Examination through a written notice served through official communication channels, such as, but not limited to personal service, postal mail, courier service, or electronic mail using the official e-mail of the school/district, official social media accounts, and other means of communication that can be verified, recorded, and preserved.	District Office

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June 26-28, 2023	Schedule of Classroom observation/Demonstration Teaching/ Written Examination	The District Sub-committee shall facilitate the conduct of Classroom Observation/Demonstration Teaching/Written Examination	Identified School in the District
June 29-30, 2023	Assessment of COI and NCOIs	The District Sub-committee shall assess the applicants based on the demonstration of expected competencies and professional standards as defined in the PPST & through the Teacher Reflection Form (TRF)	District Office
July 3-5, 2023	Open Ranking System	<p>The District Sub-committee shall adopt an Open Ranking System to ensure transparency in the process &amp; results of the comparative assessment wherein applicants or subset of applicants present thereat shall be disclosed to all attendees. Clarifications on the results and acknowledgement of their individual assessment also must be done during the open ranking &amp; shall require the applicants <b>to affix their signature</b> on their Individual Evaluation Sheet (IES).</p> <p><i>(Duly signed IES shall serve as acknowledgement that the applicant has undergone the application &amp; assessment process based on the guidelines &amp; that the results of the individual assessment were discussed with and affirmed by the concerned applicant.)</i></p>	District Office
July 6-7, 2023	Preparation of the Comparative Assessment Result (CAR) & Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)	<p>The District Sub-Committee Secretariat shall prepare the CAR &amp; CAR-RQA of applicants.</p> <p>The District Sub-Committee Chairperson &amp; Members shall affix their signature on the CAR &amp; CAR RQA to certify the</p>	District Office

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		objectivity and integrity of the process.	
July 10, 2023	Submission of CAR, & CAR-RQA of applicants, minutes of the meeting/deliberation, Individual Evaluation Sheet (IES) of the Sub-committee to the Human Resource Section	The District Sub-Committee Secretariat shall submit the softcopy & hardcopy of CAR & CAR RQA of applicants, minutes of the meeting/deliberation of the Sub-committee to the Human Resource Section for consolidation and keeping of records.	SDO HR Office
July 11-14, 2023	Preparation of Final CAR & CAR RQA of Applicants	<p>The HRMPSB Division Secretariat shall consolidate the CAR &amp; CAR RQA of applicants.</p> <p>The <b>HRMPSB</b> shall affix their signature in the final CAR &amp; CAR RQA of applicants to be conferred by the Schools Division Superintendent.</p>	SDO HR Office
July 24, 2023	Posting of the CAR & CAR RQA of Applicants	Upon approval of the CAR RQA the same shall be posted in the SDO Bulletin Board, SDO website, DepEd Official Facebook Page (DepEd Tayo Division of Capiz) or District Bulletin Board.	Division /District Office

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Enclosure 2 to Division Memorandum No. 230, s. 2023

**CHECKLIST OF REQUIREMENTS**

**Annex C**

**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, such as but not limited to:			
	1. Photocopy of Voter's ID and/or proof of residency			
	2. Means of Verification (MOV's) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	3. 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:

**MA. SHARON S. BARRIENTOS**

Administrative Officer IV (HRMOII)

**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)electronic 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.



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