



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

September 16, 2024

DIVISION MEMORANDUM

No. 553, s. 2024

**RECRUITMENT, EVALUATION AND SELECTION OF ELEMENTARY SCHOOL
HEAD TEACHER POSITIONS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Integrated Schools
All Others Concerned

1. This office announces the recruitment, evaluation and selection of applicants for various Head Teacher positions in the elementary schools listed in Enclosure No. 1 of this Memorandum.
2. The qualification standards, criteria/evaluation sheet, and list of documentary requirements are found in Enclosure No. 2, 3 and 4 respectively.
3. Espousing 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 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 of their condition upon submission of their application so that provisions could be given/facilitated for them.
4. Only those applicants who met the minimum Qualification Standards shall proceed to further assessment/evaluation as stipulated in DepEd Order 007, s. 2023 titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*.
5. Applicants are advised to submit one (1) set of duly authenticated copies of required documents arranged and labelled accordingly (with proper tabbing) addressed to **MIGUEL MAC D. APOSIN EdD, CESO V**, Schools Division Superintendent, Attention: Darwin D. Brillo, Administrative Officer II/ OIC-Administrative Officer IV (HRMO II) on or before **September 26, 2024**.



Address: Banica, Roxas City
Contact Number: (036) 651-8454
Email Address: capiz@depd.gov.ph
Website: <http://depdcapiz.ph>



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6. Qualified and motivated applicants shall submit the following documents, to wit;
- a. Letter of intent addressed to the Schools Division Superintendent, Miguel Mac D. Aposin EdD, CESO V;
 - b. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Certified photocopy of valid and updated PRC License/ID;
 - d. Certified photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Certified 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. Certified photocopy of Certificate/s of Trainings;
 - g. Certified photocopy of Certificate of Employment or duly signed Service Record;
 - h. Certified photocopy of latest appointment;
 - i. Certified 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;
 - j. Certified photocopy of the approved proposals and completed Innovations, Research and other relevant programs, projects and activities which has/have the application of Education and application of Learning and Development conducted within the school, district, division, regional and national level;
 - k. Certified photocopies of the Certificate(s) of Recognition, Awards received or any other relevant Outstanding Accomplishments;
 - l. 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*), subscribed before an officer authorized to administer the oath (*Enclosure No.4*); and
 - m. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from date of last issuance of appointment.



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7. The assessment for various positions shall be based on the criteria per Enclosure No.3 in consonance with DepEd Order No. 007 s. 2023;
- Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
 - Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
 - Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
 - Performance based on submitted performance in the current or previous job or position relevant to the position to be filled;
 - Outstanding accomplishments acquired after the last promotion;
 - Application of Education acquired after the last promotion;
 - Application of Learning and Development acquired after the last promotion; and
 - Potential measured using other evaluative assessments.

7.1. **Applicants who failed to submit the complete documentary requirements on the set deadline shall not be included in the pool of official applicants.** No new or additional documents will be accepted after the deadline.

7.2 All documents must be orderly arranged based on the Checklist of Requirements (Annex C) with Table of Contents and properly labelled with side-tabbing in a color-coded folder as follows:

- Head Teacher I (Elementary)- white
- Head Teacher II (Elementary)- yellow
- Head Teacher III (Elementary)- Red

7.3 The front cover of each folder should contain information such as:

- Applicant's Name
- Address
- Level (Elementary)
- School and position applied
- Contact number



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7.4 **Each document must have page number at the bottom** (E.g.: 1 of 30) to ensure no additional documents will be inserted after the submission.

8. All applicants are required to register and encode pertinent information using the link (<https://bit.ly/JoinMeNonTeaching>). Upon registration, a confirmation message with a link will be shown in order to generate the **application code**. The unique application code will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote objectivity and integrity of the process.
9. Applicants must bring their original documents during the open ranking / validation process for verification purposes and determination of the authenticity of all the documents presented to be conducted within three (3) days after the written examination.
10. Applicants are enjoined to strictly observe these guidelines in the submission of documents relative to the filling up of vacant positions. The Omnibus Sworn Statement duly signed by the applicants signify their full responsibility and accountability to the completeness, authenticity and veracity of the documents submitted. Any **false and fraudulent documents** submitted shall be a ground for disqualification.
11. Scanned copies of the application documents (Annex C of DepEd Order 7 s. 2023) should be uploaded to the link <https://bit.ly/SDOCAPIZUploadDoc>.
12. Applicants who opt to retain their previous points (latest recruitment and selection process) shall indicate their request in their application letter to be submitted to the Human Resource Management and also in their online registration form provided that all original documentary requirements are complete and updated. They don't need to submit the hard copies of the documents but they are required to upload the scanned copies for verification.
13. Qualified applicants will be notified to undergo the interview, written examination and ICT skills demonstration through email and/or messenger/text message which will be announced later. Applicants must bring their laptop, extension cord and own pocket or portable wi-fi on this scheduled day.
14. Expenses of the HRMPSB during the evaluation of documents, deliberation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.



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15. Immediate dissemination of this memorandum is desired.

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

Encl.: As stated

Reference: DepEd Order (No.66 s. 2007)
DepEd Order (No.007 s. 2023)

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

EVALUATION

RANKING

RECRUITMENT

SELECTION



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POSITION	No. of Items	Subject Areas / Specialization	PLACE OF ASSIGNMENT
A. ELEMENTARY SCHOOLS			
Head Teacher I	9		DepEd, Division of Capiz (<i>Elementary School</i>)
Head Teacher II	2		DepEd, Division of Capiz (<i>Elementary School</i>)
Head Teacher III	3		DepEd, Division of Capiz (<i>Elementary School</i>)



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APPROVED CSC QUALIFICATION STANDARD (QS)

Position Title	SG	Education	Experience	Training	Eligibility
ELEMENTARY SCHOOLS					
a. Head Teacher I	14	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)
b. Head Teacher II	15	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
c. Head Teacher III	16	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)



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POINT SYSTEM FOR EVALUATIVE ASSESSMENT
(School Administration Positions)

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI and ICT Skills Demo)	15
Total	100

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person north 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 Officer/sub-committee)	
		Status of Submission (Check if complied)	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			

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 CONTENT

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) where 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.