



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

30 JAN 2025

**DIVISION MEMORANDUM**

No. **058**, s. 2025

**RECRUITMENT, EVALUATION AND SELECTION  
OF TEACHER I APPLICANTS FOR SY 2025-2026**

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

1. Pursuant to DepEd Order No. 19, s. 2022 titled *The Department of Education Merit Selection Plan*, DepEd Order (DO) No. 007, s. 2023 titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, and DO No. 21, s. 2024 titled *Amendments to DO No. 007, s. 2023*, the Schools Division of Capiz with the Human Resource Merit Promotion and Selection Board (HRMPSB) will be accepting applications for IPED, Kindergarten, Elementary, Junior High School and Senior High School Teacher I position for School Year 2025-2026 through the Division Sub-Committees Secretariat from February 11, 2025 to **5:00 o'clock in the afternoon of February 21, 2025**.
2. Applicants who failed to submit the complete documentary requirements within the deadline shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.
3. Applicants are advised to register online through this link: <https://bit.ly/SDOCAPIZT-1Reg> and after fifteen (15%) minutes, Application Code can be accessed through this link <https://bit.ly/SDOCAPIZIERSY-24-25>. The applicant shall indicate his/her Application Code in the application requirements. Both **old and new applicants** need to register online to get his/her new code. Only one (1) Application Code for every applicant is allowed per level/strand.
4. Interested applicants shall submit the following documentary requirements to their respective Division Sub-Committee through any school in their district or at the District Office on or before the deadline indicated above, to wit:
  - a. Letter of intent addressed to the Schools Division Superintendent, ROEL F. BERMEJO;
  - b. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with Work Experience Sheet, if applicable;
  - c. Photocopy of valid and updated PRC License/ID, if applicable;



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- 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 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 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;
  - 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 pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C*), notarized by authorized official; and
  - k. 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; and
    - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item (i) is not relevant to the position to be filled, if applicable
5. Scanned copies of the application documents (Annex C of DepEd Order 7 s. 2023) **should be uploaded to the link** <https://bit.ly/SDOCAPIZUploadDoc>
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 documents submitted shall be grounds for disqualification.
7. The schedule of activities and other instructions as to the details on how to prepare required documents for submission relative to the Recruitment, Evaluation and Selection of Teacher 1 Applicants for SY 2025-2026 is indicated in the Enclosure No. 1.
8. Applicants who opt to retain their previous points (last year's rating SY 2024-2025) shall indicate their request in their application letter to be submitted to the District Office and also in their online registration form provided that all original documentary requirements are complete and updated. They don't need



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to submit the hard copies of the documents in the District Office but they are required to upload the scanned copies for verification.

9. School Heads and Division Sub-Committees are advised to post announcements in their respective schools/communities, detailing the required documents to be submitted as well as the schedule of activities.
10. The HRMPSB shall monitor and ensure the smooth conduct of the scheduled activities.
11. Meals and other incidental expenses in the conduct of this activities shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
12. There shall be no discrimination among applicants on the account of age, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity. Applicants with special needs and/or with medical conditions are encouraged to inform the Human Resource Management Officer (HRMO) or/and the HRMSPB to facilitate appropriate arrangement and due consideration.
13. Immediate and widest dissemination of this Memorandum is desired.

  
**ROEL F. BERMEJO**

Schools Division Superintendent

Incl.: As stated

References: DepEd Order No. 19 s. 2022  
DepEd Order No. 7 s. 2023

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

EMPLOYMENT

EVALUATION

RECRUITMENT

SELECTION



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Enclosure No. 1 to Division Memorandum No. **058**, s. 2025

**TIMELINE OF ACTIVITIES ON THE RECRUITMENT PROCEDURES FOR  
ELEMENTARY AND SECONDARY TEACHER I APPLICANTS FOR SY 2024-2025**

DATE	ACTIVITY	PROCEDURE	VENUE
February 9, 2025	Orientation of Applicants	The HRMP SB shall conduct orientation to all applicants on DepEd Order No 7 s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the DepEd and other important details on the procedures) and DepEd Order No. 21 s. 2024 (Amendments to DO No.7 s. 2023)	CNHS Covered Court
February 10, 2025	Orientation of HRMP SB to the Chairpersons and Co-Chairpersons of the Division Sub-Committees (Education Program Supervisors, Public Schools District Supervisors and District Secretariat / Encoders re Guidelines on Recruitment, Selection, and Appointment in the DepEd	The HRMP SB shall conduct orientation to the Division Sub-Committees Chairpersons and District Secretariat / Encoders	Multi- purpose Hall  (SDO Capiz) at 1:30 PM
February 11, 2025 – 5:00pm of February 21, 2025	Submission & Receipt of Applications	Applicants must submit one (1) folder containing certified photocopies/verified from the original) of complete documentary requirements indicated in Annex C of DepEd Order 2 s. 2023 (Checklist of Requirements) to the Division Sub-Committee Secretariat at the District Office. Receipt of application will be based on the applicants' place of residence (Only one official residence is considered valid).	School or District Office through the Division Sub- Committee Secretariat



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		<p>Original documents should be retained to the applicants; however, they will bring them the Open Ranking for validation and verification.</p> <p>Note: <i>The front cover of each folder should contain information on:</i></p> <ol style="list-style-type: none"><li>1. Applicant's Name</li><li>2. Address</li><li>3. Level (Elementary/ Secondary)</li><li>4. School applied</li><li>5. Contact number and</li><li>6. District</li></ol> <p>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:</p> <ol style="list-style-type: none"><li>1. Elementary teacher- applicants- White</li><li>2. Elementary (IPED) – Orange</li><li>3. Elementary (Kinder)-Red</li><li>4. Junior teacher-applicants- Blue</li><li>5. Senior High School teacher applicants- Yellow</li></ol> <p>Note: 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 (Hard Copies with pages) to the District Office c/o Division Sub-Committee Secretariat and uploading Scanned copies with pages to the HRMPSB Secretariat using this link <a href="https://bit.ly/SDOCAPIZUploadDoc">https://bit.ly/SDOCAPIZUploadDoc</a></p> <p>Moreover, applicants can access their Application Code after fifteen (15) minutes of registering online through this link <a href="https://bit.ly/SDOCAPIZIERSY-24-25">https://bit.ly/SDOCAPIZIERSY-24-25</a>.</p>	<p>Ask Technical Assistance from the Office of the Division ICT Officer</p>
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		<i>This is to ensure objectivity &amp; integrity of the process and to protect the identity of the applicants when posting the results per RA No. 10173 (Data Privacy Act of 2012)</i>	
February 13-14, 2025	Orientation of Division Sub-Committee Members by the Chairperson/s and/or Vice Chairperson/s	The Sub Committee Chairperson/s and/or Vice Chairperson/s shall conduct the orientation to the other members of the sub-committees.	District Offices
February 24, 2025	Submission of Official List of Applicants by the Division Sub-Committee to HRMPSB Secretariat	The Division Sub-Committees shall submit the Official List Applicants with transmittal per district classified per level (Elementary, Junior & Senior High School)	Office of the ASDS
February 25-28, 2025	Initial Evaluation of the Qualification of Applicants	The Division 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, Training, Eligibility, and Competency (if applicable).	District Offices
March 3, 2025	Submission of Initial Evaluation Result (IER) to the Human Resource/Personnel Section	The Division Sub-Committees Secretariat shall submit the duly accomplished and evaluated IER to the HR Section for further validation.	SDO HR Office
March 4-7, 2025	Validation of IERs	The HRMO & HRMPSB-Secretariat shall conduct the validation of the IER submitted by the Sub-Committees vis-à-vis uploaded scanned copies of the applicants' required documents.	SDO HR Office
March 10, 2025	Posting of IERs	The HRMPSB through the Division Sub-Committees shall post the IERs in at least three conspicuous physical places, concealing the applicants' personal information in accordance with RA No. 10173 (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	SDO HR Office  District Offices through Division Sub-Committees



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		& competency (if applicable), and remark on whether <i>Qualified</i> or <i>Disqualified</i> .	
March 11-14, 2025	Notification of the IERs	The Division Sub-Committees 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 Offices through Division Sub-Committees
March 17-21, 2025	Schedule of Classroom observation/Demonstration Teaching/ Written Examination	The Division Sub-committees shall facilitate the conduct of Classroom Observation/Demonstration Teaching/Written Examination	Identified Schools in the District
March 25, 2025	Assessment of COI and NCOIs	The Division Sub-committees 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 Offices
March 28, 2025	Open Ranking System	The Division Sub-committee shall adopt an Open Ranking System to ensure transparency in the process & 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 must be done during the open ranking & shall require the applicants <b>to affix their signature</b> on their Individual Evaluation Sheet (IES). ( <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> )	District Offices



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April 3-4, 2025	Preparation of the Comparative Assessment Result (CAR) & Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)	The Division Sub-Committees Secretariat shall prepare the CAR & CAR-RQA of applicants. The Division Sub-Committees Chairperson & Members shall affix their signature on the CAR & CAR RQA to certify the objectivity and integrity of the process.	District Offices
April 7, 2025	Submission of CAR, & CAR-RQA of applicants, minutes of the meeting/deliberation, Individual Evaluation Sheet (IES) of the Sub-Committees to the Human Resource Section	The Division Sub-Committees Secretariat shall submit the softcopy & hardcopy of CAR & CAR RQA of applicants, minutes of the meetings/deliberations of the Sub-committees to the Human Resource Section for consolidation, verification and keeping of records.	ASDS Office and ICT Office
April 10-11, 2025	Preparation of Final CAR & CAR RQA of Applicants	The Division HRMPSB Secretariat shall consolidate the CAR & CAR RQA of applicants.  The <b>HRMPSB</b> shall affix their signature in the final CAR & CAR RQA of applicants to be conferred by the Schools Division Superintendent.	ASDS Office, ICT Office and SDO HR Office
April 14, 2025	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/School Bulletin Boards.	Division /District Offices



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