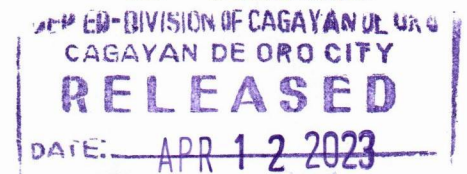




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

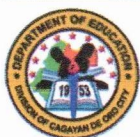
11 April 2023

DIVISION MEMORANDUM
No. 146 s.2023

RECRUITMENT, EVALUATION AND SELECTION OF TEACHER APPLICANTS FOR
TEACHER 1 POSITIONS IN ELEMENTARY, JUNIOR HIGH AND SENIOR HIGH
FOR SY 2023-2024

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CID and SGOD Personnel
All Others Concerned

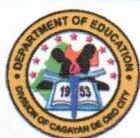
1. The field is hereby informed of the ranking of applicants for Teacher I positions in Elementary, Junior High School and Senior High School for SY 2023-2024.
2. **DepEd Order No. 7, s. 2023** Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education will be used as basis for document evaluation and interview.
3. The comparative assessment for Teacher 1 shall be based on the following criteria:
 - a. **Education** units and/or degree relevant to the position to be filled (i.e. Kindergarten, Elementary, Junior High School and Senior High School);
 - b. **Training** hours in Curriculum and Instruction and/or other specialized training for skills development in fields related to the work, duties, and responsibilities for Teacher 1;
 - c. **Experience** in Teaching. For SHS, relevant industry and/or work experience may be considered;
 - d. **Professional Board Examination for Teachers (PBET), Licensure Examination for Teachers (LET), or Licensure Examination for Professional Teachers (LEPT)** Rating;
 - e. **PPST Classroom Observable Indicators (COI)** measured through Classroom Observation / Demonstration Teaching; and
 - f. **PPST Non-Classroom Observable Indicators (NCOI)** measured through the Teacher Reflection Form (TRF)
4. ALL interested applicants are required to register online thru **bit.ly/CDOTCH1ApplicantReg2023** on or before May 11, 2023. Once successfully registered, an auto-generated Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) shall be forwarded to the applicant's e-mail address. The Checklist of Requirements shall be attached on the applicant's folder upon submission.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

5. **ALL** interested applicants shall submit the following documentary requirements with proper **TABBING** in a clean, unmarked long brown envelope to the **Preferred School** of DepED Cagayan de Oro City on or before 5:00 pm of **May 11, 2023**. *Kindly include the position with the corresponding office/ unit you are applying for.*
- A. Letter of Intent (addressed to **ROY ANGELO E. GAZO**
Schools Division Superintendent)
 - B. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) with Work Experience Sheet.
 - 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 applicable*
 - 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 (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 reckoned from the date of last issuance of appointment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments,
 - ii. Means of Verification (MOVs) showing Application of Education,
 - iii. Means of Verification (MOVs) showing Application of Learning and Development, and
 - iv. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, *if applicable*
6. Pertinent documents shall be submitted in color-coded, long size folders and arranged according to item 5 of this Memorandum

LEVEL / SUBJECT AREA	COLOR
KINDER	White
ELEMENTARY	Blue
SPED	Green
JUNIOR HIGH SCHOOL:	
English	Dark Blue
Mathematics	Red
Science	Yellow
TLE	White
MAPEH	Violet
Values Education	Pink
Araling Panlipunan	Green
Filipino	Brown

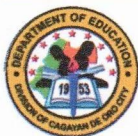


SENIOR HIGH SCHOOL:	
ABM	Light Blue
HUMSS	Orange
STEM	Red
TVL	Green
SPORTS , ARTS & DESIGN	Pink

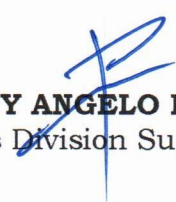
7. Demonstration Teaching and Interview shall be conducted face to face at the following venues:

DISTRICT	IDENTIFIED RECEIVING SCHOOLS AND DEMO TEACHING & INTERVIEW VENUE
ELEMENTARY APPLICANTS	
Central	City CS
East I	East City CS
East II	Bugo CS
North I	North City CS
North II	Kauswagan CS
South	South City CS
Southwest I	Lumbia CS
Southwest II	Mambuaya ES
West I	West City CS
West II	Bulua CS
JUNIOR HIGH SCHOOL APPLICANTS	Cagayan de Oro NHS - Junior High
SENIOR HIGH SCHOOL APPLICANTS	Cagayan de Oro NHS - Senior High

8. Separate Memorandum shall be issued for the schedule and grouping assignments for Demonstration Teaching and Interview.
9. Designated **School Screening Committee** shall conduct initial evaluation of the applicant's qualifications in terms of Personal Information, Education, Experience, Training and Eligibility.
10. Further, Designated School Screening Committee shall forward the authenticated verified and validated application documents, duly signed checklist, and Initial Evaluation Results (IER) to the identified Receiving Schools on or before **May 17, 2023**.
11. School Heads of the identified receiving schools shall ensure that all application documents are intact and secured.
12. Softcopies of the Initial Evaluation Results (IER) shall be forwarded to the designated sub com secretariats for consolidation. Refer to Enclosure 2. Prescribed template for the Initial Evaluation Results (IER) shall be downloaded from **bit.ly/CDOTCH1RankingTemplates**. NO OTHER TEMPLATES SHALL BE USED



13. **Sub-Committee Secretariats** shall prepare the Consolidated Initial Evaluation Results (IER) by District and Subject Area and forward softcopies, in excel file to depedcdo.personnel@deped.gov.ph before **May 19, 2023**.
14. Further, **Sub-Committee Secretariats** shall integrate the scores in the Registry during the document evaluation, demonstration teaching and interview using the provided templates and forward the same to their respective consolidators.
15. Enclosed in this Memorandum are the following:
 - a.) Ranking Timeline
 - b.) _____ Sub-Committee and Secretariat
16. This Office promotes the Equal Employment Opportunity Principle (EEOP). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion and ethnicity.
17. For clarifications and concerns, applicants may send a message to our DepEd Tayo Cagayan de Oro City official Facebook page.
18. This office directs the immediate and wide dissemination of this memorandum


ROY ANGELO E. GAZO
Schools Division Superintendent

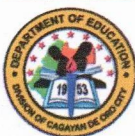
Encl.: As stated

Reference: As stated

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

APPOINTMENT	EMPLOYMENT	EVALUATION
PROMOTIONS	RECRUITMENT	SELECTION

CAA/ DM – Recruitment, Evaluation And Selection For Teacher I
April 11, 2023

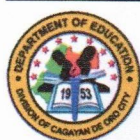


Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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**TIMELINE FOR THE RECRUITMENT, EVALUATION AND SELECTION OF
TEACHER APPLICANTS FOR TEACHER 1 POSITIONS IN ELEMENTARY,
JUNIOR HIGH AND SENIOR HIGH
FOR SY 2023-2024**

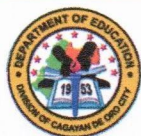
DATE	ACTIVITY	IN-CHARGE
May 11, 2023	Deadline of Submission of Application	
May 15, 2023	Virtual Orientation for Teacher Applicants	DSC, Secretariat
May 12-16, 2023	Initial Evaluation of Preferred Schools	School Screening Committee
May 17, 2023	Submission of Application Documents, Duly signed Checklist and Initial Evaluation Results (IER) to the identified Receiving Schools	School Screening Committee (District Schools)
May 19, 2023	Consolidated Initial Evaluation Results (IER) by District and Subject Area	Sub-Committee Secretariats
May 22 - 31, 2023	Document Evaluation May 23, 2023 AM - Central PM - North I May 24, 2023 AM - East II PM - East I May 25, 2023 AM - North II PM - West II May 26, 2023 AM - Southwest II PM - Southwest I May 29, 2023 AM - West I PM - South May 30, 2023 CDO NHS (Junior High) May 31, 2023 CDO NHS (Senior High)	Division Selection Committee
June 5 - 9, 2023	Demonstration Teaching and Interview	Applicant and Sub-Committee
June 12-15, 2023	Integration of Scores to the Registry	Sub-Committee Secretariats & Consolidators
June 16, 2023	Posting of SY 2023-2024 Comparative Assessment Result for Teacher I	Division Selection Committee, Secretariat

If there are corrections in the entries, teacher-applicants are given fifteen (15) days from posting of the RQA to submit a letter request with attached supporting documents addressed to the Schools Division Superintendent



Sub Committees and Secretariat

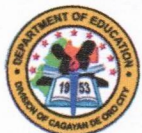
Members	District / Subject Area	Venue	Secretariat
KINDER, ELEMENTARY AND SPED			
Anita M. Gochuco - Chair Duque A. Caguindangan Andy P. Ligsanan	Central	City CS	Nanneth A. Largo
Paraida D. Orangot - Chair Annabelle J. Lariba Maria Del T. Magallano Rosemarie H. Dullente Lilibeth C. Ampong	East I	East City CS	April Ann U. Tancongco - Head Karen Claire L. Ranulo
Milagros P. Recamadas - Chair Himaya Q. Cu Corazon Z. Bartoces Joel P. Lariba Relobe N. Zulita	East II	Bugo CS	Rhea Anne T. Toyhorada - Head Claudine A. Macalos
Marife A. Ramos - Chair Edgardo O. Yañez Paul Y. Badon Adelina F. Encabo Ma. Censura R. Abuel	North I	North City CS	Sonny Boy O. Gabo - Head Auriz Pamela M. Rosabal
Cynthia V. Yañez - Chair Catalina Q. Oliveros-McNair Melba S. Omandam Norma C. Ucab Merlyn S. Bahian	North II	Kauswagan CS	Rochelle B. Lago - Head Jackelou C. Factura
Jinky M. Arnejo - Chair Jerry P. Taruc Karen C. Verdad Agnes S. Smith Arnold P. Tejero	South	South City CS	Roche U. Budiongan - Head Jocelyn R. Abuela
Margie G. Andrade - Chair Celso L. Pagulon Raul A. Dechosa Jinnifer D. Espina Noemi D. Tocmohan	West I	West City CS	Mary Jane C. Borja- Head Maria Zenia T. Ciruhales
Shirley A. Merida - Chair Maria Lodel C. Daabay Alma B. Penonia Pedrita R. Jordan Jolito G. Baslan	West II	Bulua CS	Ma. Alden P. Perdizo - Head Andy M. Balahay
Angelito U. Felisilda - Chair Ma. Dulce F. Cuerquis Rommelyn L. Gonzales Elena B. Pacamo Melecio L. Tuba	Southwest II	Mambuaya ES	Rowel M. Cagaanan - Head Aileen Faith A. Masamayor
Jemuel M. Galay - Chair Marcelo Q. Mabalos Clyde D. Talampas Phoebe W. Taruc Mary Glo B. Catarong	Southwest I	Lumbia CS	Verginette A. Pomida - Head Donna Mae Q. Roa



JUNIOR HIGH AND SENIOR HIGH			
Venue: Junior HS Applicants		CDO NHS JUNIOR HIGH SCHOOL	
Venue: Senior HS Applicants		CDO NHS SENIOR HIGH SCHOOL	
Members	Junior High	Senior High	Secretariat
Ray O. Maghuyop Macapangcat U. Mama Roel R. Lamberte Norma B. Delima	Math	ABM	Karen Claire L. Ranulo - Head Mil Bernard Z. Dupit
Romeo B. Aclo Roy H. Lumban Vanessa Mae B. Martinez Elisa B. Banluta	Values AP	HUMSS Strand	Lelanie W. Mantuhac - Head Ryam Fil T. Bahian
Sylvio T. Carciller January Gay T. Valenzona Charlyn S. Baylon Dinah Zoraida B. Zamora	English		Josette B. Lanzaderas - Head Karlo Kim F. Tan
Jean S. Macasero Joel D. Potane Evelyn Q. Sumanda Rosanna Q. Ubalde	Science	STEM Strand	Ellen D. Somosierra - Head Donna D. Bucad
Helen R. Lucman Jerly E. Eluna Alfredo C. Tongco Jocelyn B. Palabon	Filipino MAPEH	Sports Arts & Design Track	Pio Jaime A. Amigo - Head Karen F. Villanueva
Juan A. Mingo Giljun T. Penuliar Manuel L. Lincaro Jerson B. Herrero	TLE	TVL Track	Lorena L. Dalauta - Head Marridel L. Piedad

CONSOLIDATORS

ELEMENTARY	Kurt Celica A. Bacas
JUNIOR HIGH	Nalah Rica M. Hawan
SENIOR HIGH	Hazel Joy P. Zambrano
OVER-ALL SECRETARIAT	Christy Amor A. Amoguis



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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INITIAL EVALUATION RESULT (IER)

Position: _____

Salary Grade and Monthly Salary: _____

Qualification Standards:

Education _____

Training _____

Experience _____

Eligibility _____

No.	Application Code	Names of Applicant	Personal Information									Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Address	Age	Sex	Civil Status	Religion	Disability	Ethnic Group	Email Address	Contact No.		Title	Hours	Details	Years		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		

Prepared and certified correct by:

(Name and signature)

Human Resource Management Officer

Date: _____

Notes and Instructions for the HRMO:

- a) For the purpose of posting the IER, **columns D to M** shall be concealed in accordance with RA No. 10163 (Data Privacy Act). The only information that shall be made public are the application codes, qualifications of the applicants in terms of Education, Training, Experience, Eligibility, and Competency (if applicable), and remark on whether Qualified or Disqualified
- b) If the information does not apply to the applicant, please put N/A.