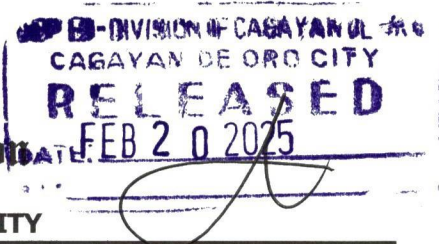




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

18 Feb 2025

DIVISION MEMORANDUM

No. 166 s.2025

RECRUITMENT, EVALUATION AND SELECTION OF TEACHER APPLICANTS FOR
TEACHER 1 POSITIONS IN ELEMENTARY, JUNIOR HIGH AND SENIOR HIGH
FOR SY 2025-2026

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 2024-2025.
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, and **DepEd Order No. 21, s. 2024** Amendments to DO No. 7, s. 2023.
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 <https://bit.ly/CDOTCH1ApplicantReg2025> on or before March 06, 2025. Once successfully registered, an auto-generated Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity

(CAV) and the IER individual form shall be forwarded to the applicant's e-mail address. Attach the IER individual form to the left side of the applicant's folder when submitting.

5. All **old applicants** from **SY 2024-2025 CAR-RQA** may opt to carry over their scores in the following criteria, with a letter of intent to retain:

- a) Criteria E: PPST Classroom Observation/Demonstration Teaching.
- b) Criteria F: PPST TRF.

However, they must submit all the necessary credentials for the following criteria:

- a) Education
- b) Training
- c) Experience
- d) PBET/LET/LEPT Rating

6. **ALL** interested applicants shall submit the following documentary requirements, properly tabbed and fastened in a clean folder, to the **Preferred School** of DepED Cagayan de Oro City on or before 5:00 pm of **March 06, 2025**. *Kindly include the position with the corresponding school 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
- D. Photocopy of Certificate of Eligibility / Rating
- 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
- F. Photocopy of Certificate/s of Training
- G. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
- H. 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)

7. Pertinent documents shall be submitted in color-coded, long size folders and arranged according to item No. 6 of this Memorandum

LEVEL / SUBJECT AREA	COLOR
KINDERGARTEN or EARLY CHILDHOOD EDUCATION	White
ELEMENTARY	Blue
JUNIOR HIGH SCHOOL:	
English	Dark Blue
Mathematics	Red
Science	Yellow
TLE	White
MAPEH	Violet
Values Education & SPIMS	Pink
Araling Panlipunan	Green
Filipino	Brown

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

8. Non-licensed applicants may participate in the hiring process, subject to the parameters and conditions of provisional appointment.

9. The identified receiving schools for the consolidation of application documents, per sub-committee:

DISTRICT	IDENTIFIED RECEIVING SCHOOLS FOR CONSOLIDATION
ELEMENTARY	
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	Cagayan de Oro NHS - Junior High
SENIOR HIGH SCHOOL	Cagayan de Oro NHS - Senior High

10. Separate Memorandum shall be issued for the schedule and venue for PPST Classroom Observable Indicators (COI) -Classroom Demonstration Teaching; and PPST Non-Classroom Observable Indicators (NCOI) – TRF

11. The preferred school where applicants submitted their documents shall conduct an initial evaluation of the applicants' qualifications, focusing on Personal Information.

12. The function of the school is limited only to receive and evaluate the application documents as to the Personal Information (Names of Applicants, Address, Age, Sex, Civil Status, Religion, Disability, Ethnic Group, Email Address, and Contact No.) of the applicants.

13. The Initial Evaluation of applicants' qualifications vis-à-vis the CSC-approved QS of the position to be filled shall be conducted by the Sub Committees and Secretariats. The designated Sub Committees and Secretariats, headed by the identified chairperson, shall assess whether the applicants meet the minimum qualifications in terms of Education, Training, Experience, and Eligibility

14. School Heads of the identified receiving schools shall ensure that all application documents are intact and secured.

15. 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

16. **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** on or before **March 10, 2025**.

17. Enclosed in this Memorandum are the following:

- CSC - Minimum Qualification Standard (QS)
- Ranking Timeline
- Identified Sub-Committee and Secretariat

18. 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.

19. 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

DM-032-OSDS-PERSONNEL-CAA / recruitment for teacher I for sy 2025-2026
February 18, 2025

VACANCY ANNOUNCEMENT

No. 08 s. 2025

POSITION TITLE	SG	MONTHLY SALARY	QUALIFICATION STANDARDS			
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Teacher I (Elementary)	11	30,024	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)
Teacher I (Junior High)	11	30,024	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)
Teacher I (Senior High – Academic Sports Arts & Design)	11	30,024	Bachelor's degree majoring in the relevant track /strand/subject; or any Bachelor's degree with at least 15 units of specialization in relevant strand/subject	None Required	None Required	Regular applicant for permanent position: RA 1080 (Teacher) ; if not they must pass the LET within five (5) years of hiring; Regular applicants for a contractual position; None Required for part-time only
Teacher I (Senior High - TVL)	11	30,024	Bachelor's degree holder ; or graduate of technical-vocational course(s) in the area of specialization.	At least NC II *Appropriate to the specialization	None Required	Regular applicant for permanent position: RA 1080 (Teacher) ; if not they must pass the LET within five (5) years of hiring; Regular applicants for a contractual position; None Required for part-time only

**TIMELINE FOR THE RECRUITMENT, EVALUATION AND SELECTION OF
TEACHER APPLICANTS FOR TEACHER 1 POSITIONS IN ELEMENTARY,
JUNIOR HIGH AND SENIOR HIGH
FOR SY 2025-2026**

DUE DATE	ACTIVITY / DOCUMENTS TO BE SUBMITTED	IN-CHARGE
March 06, 2025	Deadline of submission of Application Documents for Teacher Applicants	Teacher Applicant
February 27, 2025	Orientation for Teacher 1 Applicants Via Facebook Live	HRMPSB
March 07, 2025	Submission of Teachers Application Documents to District (Receiving) Schools Submission of Final List of Applicants received. (e.g. Personal Information) depedcdo.personnel@deped.gov.ph	School Heads School Heads
March 07, 2025	Initial Evaluation depedcdo.personnel@deped.gov.ph	Sub-Committee
March 10, 2025	Submission of Initial Evaluation Results (IER) via email depedcdo.personnel@deped.gov.ph	Sub-Committee Secretariats
<i>To be announced on separate Memorandum</i>	Posting of Division Initial Evaluation Results (IER)	HRMPSB
March 17 to 21, 2025	Document Evaluation by the HRMPSB	HRMPSB;
March 17 to 21, 2025	Classroom Demonstration Teaching	Teacher Applicant Sub-Committee
March 24, 2025	Simultaneous administration of the Non-Classroom Observation - Teacher Reflection Form (TRF)	Teacher Applicant Sub-Committee
March 27, 2025	Integration of Scores to CAR-RQA	
<i>To be announced on separate Memorandum</i>	Posting of SY 2025-2026 Comparative Assessment Results for Teacher I	HRMPSB

SUB COMMITTEES AND SECRETARIAT

SUB-COMMITTEE AND SECRETARIATS FOR ELEMENTARY LEVEL		
DISTRICT	MEMBERS/CHAIRPERSON	SECRETARIAT
CENTRAL	JEAN S. MACASERO - Chairperson ANNABELLE J. LARIBA RELOBE N. ZULITA JENITH Q. BALSICAS JANUARY GAY T. VALENZONA MARK JOHN T. GABULE	NANNETH A. LARGO - Head LELANIE W. MANTUHAC
EAST I	CYNTHIA V. YAÑEZ - Chairperson CELSON L. PAGULON MARIA DEL T. MAGALLANO ARNOLD P. TEJERO VAICAR G. MAYAKE FLORA MICHELLE H. CEBRIAN	ANNABELLE B. BADAL - Head LEDA L. TUVILLA
EAST II	CHARLYN S. BAYLON - Chairperson ROSEMARIE H. DULLENTE HIMAYA Q. CU LORETO C. LLABAN CORAZON Z. BARTOCES FE V. MORALES	DONNA MAE Q. ROA- Head CLAUDINE A. MACALOS
NORTH I	MILAGROS P. RECAMADAS - Chairperson DUQUE A. CAGUINDANGAN NAOMI D. TOCMOHAN ELENA B. PACAMO JOEL P. LARIBA PATRICIO S. SAMBAAN, JR.	AURIZ PAMELA M. ROSABAL - Head RUBIE MAE R. SADICON
NORTH II	PARAIDA D. ORANGOT - Chairperson ALMA B. PENONIA ANDY P. LIGSANAN TITO P. YONGAO KAREN S. VERDAD ANNE FRANCIS T. SINGH	JACKELOU C. FACTURA - Head AL-RIDZKI S. AGPANGAN
SOUTH	MARGIE G. ANDRADE - Chairperson ADELINA F. ENCABO PAUL Y. BADON BASILISA G. GAYRAMARA CANDOLYN L. QUILIT MARY GLO B. CATARONG	JOCELYN R. ABEJUELA - Head JOSETTE B. LANZADERAS
WEST I	MARIFE A. RAMOS - Chairperson EDGARDO O. YAÑEZ MARCELO Q. MABALOS LEONORA S. ALINSUB MERLYN S. BAHIAN ELENA T. GALARRITA	MARY JANE C. BORJA - Head MARIA ZENIA T. CIRUJALES
WEST II	SHIRLEY A. MERIDA - Chairperson PEDRITA R. JORDAN MARIA LODEL C. DAABAY GEMMA ETHEL B. ONG MELBA S. OMANDAM URSULA JANETH G. ABELLANOSA	JULIE ANN B. GOCELA - Head MITOS T. DUETES

SOUTHWEST II	ANGELITO U. FELISILDA - Chairperson NORMAN A. FELISILDA ROMMELYN L. GONZALES KRIZAIDA ALLEYA A. ESPINOSA ROSEMARIE G. TOLENTINO BAYANI R. ROTURAS JR.	ROWEL A. CAGAANAN - Head MARIA RUFEL A. ANERO
SOUTHWEST I	JINKY M. ARNEJO - Chairperson JINNIFER D. ESPINA JESSICA JOY D. HINACAY CHARITO R. JARAULA ISAGANI D. OLARTE JR. SHELA D. YAÑEZ	RYAM FIL T. BAHIAN - Head MARICEL B. ESPIRITU

HRMPSB SECRETARIAT

ELEMENTARY	CHARISE MAY RECIÑA-CEBRIAN
JUNIOR HIGH	JOANNE RUTH S. MADELA
SENIOR HIGH	MARY KATHERINE P. PALAMINE - SANGGOYOD
OVER-ALL SECRETARIAT	CHRISTY AMOR L. ALILIN-AMOGUIS

SUB-COMMITTEE AND SECRETARIATS FOR JUNIOR HIGH AND SENIOR HIGH		
SUBJECT AREA	MEMBERS/CHAIRPERSON	SECRETARIAT
ABM STRAND MATHEMATICS	RAY O MAGHUYOP - Chairperson MACAPANGCAT U. MAMA ROEL R. LAMBERTE NORMA B. DELIMA EMILY A. TABAMO	KAREN CLAIRE L. RANULO - Head PERCY BRIAN T. TABUAN APRIL ANN U. TANCONGCO
HUMSS STRAND ARALING PANLIPUNAN	SYLVIO T. CARCILLER - Chairperson AILEEN E. MAGHUYOP VANESSA MAE B. MARTINEZ MARICEL V. BAUTISTA FERDINAND L. VINCO	MIL BERNARD Z. DUPIT - Head FAITH C. CADAPOS GEMRIE MHAIE R. ACENAS
ENGLISH	PHOEBE W. TARUC - Chairperson LOVE C. MANDAWÉ DINAH ZORAIDA B. ZAMORA CHERYL M. PONTILLAS MAURITA M. DONASCO	AILEEN JEAN L. FIGUEROA - Head EDWIN CARL N. CANIOS LA-ARNI S. MACALLA
STEM STRAND SCIENCE	EVELYN Q. SUMANDA- Chairperson MARISA D. CAYETUNA ROSANNA Q. UBALDE MARIBETH T. AUMAN JUDSON M. PASTRANO	ELLEN D. SOMOSIERRA - Head JOHN REY J. ALGUSO CORINA G. MACABALE
FILIPINO	HELEN R. LUCMAN - Chairperson JOCELYN B. PALABON KARL ANTHONY O. SALISE MARY JEAN S. SUNGAHID RONALDO D. AUMAN	MARIA ALDEN P. PERDIZO - Head JENNIFER B. DADOLE CORINA G. MACABALE
TVL TRACK T.L.E.	JUAN A. MINGO - Chairperson GILJUN T. PENULIAR JERSON B. HERRERO ADEL R. CAMBANGAY, JR. KAREN J. AGCOPRA	LORENA L. DALAUTA - Head MARRIDEL L. PIEDAD JESSICA B. PALER
MAPEH ARTS & DESIGN TRACK SPORTS TRACK	JERLY F. ELUNA - Chairperson ALFREDO C. TONGCO MANUEL L. LINCARO LORDSON Q. SIANO NINIA MARIE A. ESTILLORE	MARK JOHN G. DELA CRUZ - Head DONNA D. BUCAD JOSELYN B. MINDORO
VALUES EDUCATION Identified SPIMS Identified DOST-SEI	ROCHELLE A. LUZANO - Chairperson MARILOU P. LAGAC MARVIN ANTHONY A. RAMOS DANNY A. LABADAN SOLA VIOLETTA L. MENDOZA	CHARIZA MAE D. SIJO - Head FLORENCE MAY P. STA. MARIA ZETH KAROL P. GORRE