



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**28 Mar 2023**

DIVISION MEMORANDUM  
OSDS No. **031**, s. 2023

**RECRUITMENT AND SELECTION PROCESS FOR ELEMENTARY, JUNIOR HIGH  
SCHOOL, AND SENIOR HIGH SCHOOL TEACHER 1 APPLICANTS**

To: Schools Division  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. In reference to DepEd Order No. 07, s. 2023, this division announces the schedule of recruitment and selection activities for Elementary, Junior, and Senior High School Teacher 1 applicants for SY 2023-2024.

<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PERSON/TARGET PARTICIPANTS</b>	<b>DATE AND VENUE</b>	<b>REMARKS</b>
Applicant Online Registration	Applicant  HRMO and HRMPSB Secretariat	Upon Release of this Memorandum	<b>ONLINE LINK</b>  <a href="https://bit.ly/SDOSCSY23-24TEACHERAPPLICATIONSONLINEREGISTRATION">bit.ly/SDOSCSY23-24TEACHERAPPLICATIONSONLINEREGISTRATION</a>
Orientation on DepEd Order 07, s. 2023: Enclosure No. 2 "Criteria and Point System for Hiring Teacher I Positions"	HRMPSB HRMPSB Secretariat  <b>Participants</b> <ul style="list-style-type: none"><li>✓ Education Program Supervisor</li><li>✓ Public School District Supervisor</li><li>✓ Principal In-charge</li></ul>	April 4, 2023; SDO Conference Hall	

*SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020*



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**Email Address:** [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)





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ACTIVITY/TASK	RESPONSIBLE PERSON/TARGET PARTICIPANTS	DATE AND VENUE	REMARKS
Orientation of HRMPSB Sub-Committee (Administrative Officer II) on DepEd Order No. 07, s. 2023  ✓	HRMPSB HRMPSB Secretariat  <b>Participants</b> ✓ Administrative Officer II	April 12-14, 2023  SDO Conference Hall	To be conducted on 3 batches  Emphasis on the following topics: ✓ Submission and Receipt of Teacher 1 Application Documents ✓ Initial Evaluation of Qualification of Teacher 1 Applicants
Simultaneous Municipal Orientation of School Heads and Teacher Applicants on DepEd Order No. 07, s. 2023	EPS PSDS/PICs HRMPSB HRMPSB Secretariat  <b>Participants</b> ✓ School Heads ✓ Teacher I Applicants	April 12, 2023  Venue to be announced	Separate Memorandum shall be issued on the details and venue
Submission of application documents of teacher-applicants to schools	School AOII	April 24-28, 2023  DepEd South Cotabato Schools	Refer to Submission and Receipt of Application Documents Procedure of DepEd Order No. 07, s. 2023
Initial Evaluation of application documents of teacher-applicants	School AOII	April 24-May 9, 2023  DepEd South Cotabato Schools	Refer to Initial Evaluation of the Qualification of Applicants Procedure of DepEd Order No. 07, s. 2023

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ACTIVITY/TASK	RESPONSIBLE PERSON/TARGET PARTICIPANTS	DATE AND VENUE	REMARKS
Submission of Initial Evaluation Result (IER) and application documents of teacher-applicants to SDO	School AOII SDO Records Unit	May 10, 2023 SDO	
Conduct of Comparative Assessments of Applicants in terms of Education, Training, Experience, and PBET/LET/LEPT Rating	HRMPSB HRMPSB Secretariat	May 11-19, 2023 SDO	
Conduct of Applicants Assessment in terms of Classroom Observable Strands (Demonstration Teaching) and Non-Classroom Observable Strand (Teacher Reflection)	HRMPSB HRMPSB Secretariat HRMPS Sub-Committee	May 22-June 9; 2023 Venue: to be announced	To be conducted simultaneously by district  Separate memorandum shall be issued on the details of this activity
Continuation of the Conduct of Comparative Assessments of Applicants in terms of Education, Training, Experience, and PBET/LET/LEPT Rating	HRMPSB HRMPSB Secretariat	June 13-23	
Preparation of Registry of Qualified Applicants (RQA)	HRMPSB HRMPSB Secretariat	June 26- June 30, 2023	
Submission of RQA	HRMPSB	July 3, 2023	
Posting of RQA	HRMPSB	July 4, 2023	

2. The following are the qualification standards for Teacher I position.

Level	Education	Experience	Training	Eligibility
<b>Elementary</b>	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units of Education	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER)

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Level	Education	Experience	Training	Eligibility
<b>Junior High School</b>	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)
<b>Senior High School-ACADEMICS</b>	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	NONE REQUIRED	NONE REQUIRED	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring
<b>Senior High School-TVL</b>	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	NONE REQUIRED	At least NC* II *Appropriate to the specialization	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring
<b>Senior High School-SPORTS</b>	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree with plus 15 units of specialization in the fields under the Track	NONE REQUIRED	NONE REQUIRED	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after

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Level	Education	Experience	Training	Eligibility
				the date of first hiring
<b>Senior High School-ARTS &amp; DESIGN</b>	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	NONE REQUIRED	NONE REQUIRE D	RA 1080(Teacher) ; if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

3. All interested qualified applicants (including previous applicants and those who were in the RQA SY 2022-2023 but were not yet hired for a regular plantilla position) shall submit to the school through the school/cluster school Administrative Officer II the following documentary requirements:

a.	Letter of intent addressed to the Schools Division Superintendent;
b.	Duly accomplished PDS (CSC Form 212, Revised 2017) with the latest 2x2 ID picture;
c.	Photocopy of valid and updated PRC License/ID (LET);
d.	Photocopy of Certificate of Rating (LET);
f.	Photocopy of Transcript of Records (TOR) with CAV
g.	Duly signed Service Records, Certificate of Employment, or Contract of Service, whichever is/are applicable. If unavailable, the applicant must submit a justification citing the reason/s for unavailability. <b>For teachers who have served as locally-paid teachers of the Local School Board (LSB) or Provincial School Board (PSB), their experience/s as an LSB-Teacher shall earn points only if the contract is attached in the pertinent documents and duly signed by the Municipal Mayor/Provincial Governor;</b>
h.	Photocopy of certificates of Specialized Trainings, if any ( <b>Attach only relevant trainings which are directly related to the subjects or areas of concentration to be taught or to the major/specialization/level. Trainings that are not related to the</b>

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	<b>major/specialization/level of an applicant will not be given points (example: NC2 in cooking will not earn points for an applicant in JHS major in Mathematics, or NC2 in SMAW is not relevant for Kinder Teacher applicant;</b>
i.	Certified True Copy of the Voter's ID and/or any proof of residency as deemed acceptable by the HRMPSB
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 ( <i>Data Privacy Act of 2012</i> ), using the attached form ( <i>DO 09, s 2023 Annex C</i> ), notarized by authorized official;
k.	Self-Assessed Individual Evaluation Sheet (IES), using the attached form ( <i>DO 09, s. 2023 Annex G-1</i> )
l.	<p><b><u>Additional Requirements for:</u></b></p> <p><b>1. Indigenous People (IP) Applicants;</b></p> <p>a. Any proof that applicants can speak the community's language with adequate fluency and ease to discuss various concerns; and</p> <p>b. A certificate or attestation from recognized IP leaders that the applicants have an in depth knowledge on IP IKSP.</p> <p><b>2. ALIVE Applicants</b></p> <p>a. Result of Qualifying Examination for Arabic Language and Islamic Studies (QEALIS)</p> <p><b>3. SPED Applicants</b></p> <p>a. Transcript of Record for the Degree or units earned in Special Education (SPED)</p> <p><b>4. Kindergarten Applicants</b>          Transcript of Record for the Degree or units earned in Early Childhood Education (ECE)</p>
m.	Proof of online Registration (printed acknowledgement)

4. Application documents should include table of contents, earmarked, sequentially arranged and fastened (use fastener) in a colder coded folder;

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**Color Coding of Folders** based on **Place of Residence** as indicated in the Personal Data Sheet (PDS) and any proof of residency:

Banga-----	Sky Blue
Surallah-----	Brown
Norala-----	Green
Sto. Niño-----	Royal Blue
T'boli-----	Violet
Lake Sebu-----	Pink
Tantangan-----	Yellow
Tampakan-----	Gold
Tupi-----	Red
Polomolok-----	Orange
Outside South Cotabato Division	- White

5. All interested applicants shall register online through the link [bit.ly/SDOSCSY23-24TEACHERAPPLICANTSONLINEREGISTRATION](http://bit.ly/SDOSCSY23-24TEACHERAPPLICANTSONLINEREGISTRATION) and attach a printed copy of the confirmation to the submitted documents.
6. For your guidance and for clarification, enclosed in this memorandum are the following:
  - a. DepEd Order No. 007, s. 2023: "Guidelines on Recruitment, Selection, and Appointment in the Department of Education";
  - b. Enclosure No. 2 to DepEd Order No. 007, s. 2023: "Criteria and Point System for Hiring of Teacher I Positions";
  - c. DepEd Order No. 007, s. 2023 Annex C: Checklist of Requirements
  - d. DepEd Order No. 007, s. 2023 Annex G-1: Individual Evaluation Sheet (IES); and
7. A detailed instructions on the preparation of application documents, submission and receiving of application documents, conduct of initial evaluation, comparative assessment, and demonstration teaching shall be discussed during the scheduled orientation.
8. The applicant assumes full responsibility and accountability of the validity and authenticity of the pertinent documents submitted, as evidenced by the

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**Omnibus Certification of Authenticity.** Any violation will automatically disqualify the applicant from the selection process.

9. For more information and inquiry on this memorandum, you may contact Arlene L. Albuna, HRMO II through Messenger or at 083- 2283742 or the Office of the Assistant Schools Division Superintendent through

10. Immediate dissemination of this memorandum is directed.

**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

EMPLOYMENT      HIRING

ALA/DM- recruitment and selection process for elementary, junior high school, and senior high school teacher 1 applicants

0000/March 28, 2023

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