



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division
 Superintendent**

14 Apr 2023

DIVISION MEMORANDUM
 OSDS No. 034 , s. 2023

**ORIENTATION ON CRITERIA AND POINT SYSTEM FOR HIRING TEACHER 1
 POSITIONS FOR ADMINISTRATIVE OFFICERS II**

To: Schools Division
 Public Schools District Supervisors/Principals In-Charge
 Public Elementary and Secondary School Heads
 Administrative Officers II/School AO IV
 All Others Concerned

1. In reference to Memorandum No. 031, s. 2023 on the **Recruitment and Selection Process for Elementary, Junior High School, and Senior High School Teacher 1 Applicants**, this office shall conduct an Orientation on **Criteria and Point System for Hiring Teacher 1 Positions** (Enclosure No. 2 to DepEd Order 07, s. 2023) for Administrative Officers II.

1. This activity aims to:
 - a. capacitate the HRMPSB Subcommittee on the hiring guidelines for Teacher 1 applicants;
 - b. provide guidance to the Teacher 1 applicants for the preparation of their application documents; and
 - c. ensure a streamlined process of recruitment and selection of Teacher 1 applicants.
2. This is the schedule of the orientation.

	Municipality	Date of Orientation and Time	Venue
1	Tboli	April 18, 2023 8:00 a.m. – 12:00 nn	SDO Conference Hall
2	Lake Sebu		
3	Norala		
4	Banga		
5	Tampakan		
6	Tupi	April 18, 2023 01:00 p.m. – 05:00 pm	SDO Conference Hall
7	Polomolok		

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	Municipality	Date of Orientation and Time	Venue
8	Sto. Nino		
9	Surallah		
10	Tantangan		

3. This activity includes simulation workshop on the receipt of application documents and conduct of initial evaluation of the qualification of applicants; thus, participants shall bring laptop, and extension cord (at least 1 per district).
4. To prevent the transmission of the coronavirus disease, all participants are instructed to follow safety precautions and applicable health guidelines currently enforced.
5. Participants must arrive at the venue at least 15 minutes before the start of the orientation. They are also advised to bring their own food.
6. Food and travel expenses shall be chargeable against School MOOE and other local funds subject to the usual accounting and auditing rules and regulations.
7. For more information and inquiry, personnel concerned may contact Arlene L. Albuna, HRMO II through Messenger or at 083-2283742 or at the Office of the Assistant Schools Division Superintendent.
8. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None
Reference: DO 07, S. 2023
MEMO 031, S. 2023
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT HIRING





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ALA/DM- orientation on criteria and point system for hiring teacher 1 positions for
AOs II
0000/April 14, 2023

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