



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

Office of the Schools Division
Superintendent

20 Feb 2024

DIVISION MEMORANDUM
OSDS No. **026**, s. 2024

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

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
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 2024-2025.

Activity	Responsible Person/Target Participants	Date and Venue	Remarks
Applicant Online Registration	Applicant HRMO and HRMPSB Secretariat	Upon Release of this Memorandum	
Orientation on DepEd Order 07, s. 2023: Enclosure No. 2 "Criteria and Point System for Hiring Teacher I Positions"	HRMPSB HRMPSB Secretariat Participants <ul style="list-style-type: none">Education Program SupervisorsPublic School District SupervisorPrincipal In-charge	March 1, 2024 SDO Conference Hall	
Orientation of HRMPSB Sub-Committee (Administrative Officer II) on DepEd Order No. 07, s. 2023	HRMPSB HRMPSB Secretariat Participants <ul style="list-style-type: none">Administrative Officer II	March 6-7, 2024 SDO Conference Hall	To be conducted on 3 batches Emphasis on the following topics:



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Activity	Responsible Person/Target Participants	Date and Venue	Remarks
	<ul style="list-style-type: none"> • Batch 1 (Banga, Surallah, Norala and Sto. Nino) • Batch 2 (T'boli, Lake Sebu and Polomolok) • Batch 2 (Tampakan, Tantangan and Tupi) 		<ul style="list-style-type: none"> • 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 Participants <ul style="list-style-type: none"> • School Heads • Teacher I Applicants 	March 6-8, 2024 To be announced	Separate memorandum shall be issued on the details and venue
Submission of application documents of teacher-applicants to schools	Applicants	March 11-15, 2024 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	March 11-20, 2024 DepEd South Cotabato Schools	Refer to Initial Evaluation of the Qualification of Applicants Procedure of DepEd Order No. 07, s. 2023
Submission of Initial Evaluation Result (IER) and application documents of teacher-applicants to SDO	School AOII SDO Records Unit	March 21, 2024 DepEd South Cotabato Schools	
Initial Evaluation Result	HRMPSB	March 22-27,	



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Activity	Responsible Person/Target Participants	Date and Venue	Remarks
(IER)		2024	
Conduct of Comparative Assessments of Applicants in terms of Education, Training, Experience, and PBET/LET/LEPT Rating	HRMPSB HRMPSB Secretariat	April 1-19, 2024 SDO	
Conduct of Applicants Assessment in terms of Classroom Observable Strands (Demonstration Teaching) and Non-Classroom Observable Strand (Teacher Reflection)	HRMPSB HRMPSB Secretariat HRMPSB Sub-Committee	April 22-26, 2024 Venue to be announced	To be conducted simultaneously by district Separate memorandum shall be issued on the details of this activity
Conduct of Non-Classroom Observable Strand (Teacher Reflection)		May 4, 2024	
Checking of Non-Classroom Observable Strand (Teacher Reflection)		May 6-8, 2024	
Gathering of Data		May 9, 2024	
Continuation of the Conduct of Comparative Assessments of Applicants in terms of Education, Training, Experience, and PBET/LET/LEPT Rating	HRMPSB HRMPSB Secretariat	May 10-17, 2024	
Preparation of Registry of Qualified Applicants (RQA)	HRMPSB HRMPSB Secretariat	May 20-24 2024	
Open Ranking	HRMPSB Applicants	TBA	
Submission of RQA	HRMPSB	June 20, 2024	
Posting of RQA	HRMPSB	July 15, 2024	



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2. CSC Qualification Standards

Level	Education	Experience	Training	Eligibility
Elementary	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units of Education	None Required	None Required	RA 1080 (Teacher)
Junior High School	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)
Senior High School- Academics	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
Senior High School- TVL	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
Senior High School- Sports	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree with plus 15 units of specialization in	None Required	None Required	RA 1080 (Teacher) if not RA 1080 eligible, they must pass the LET within five (5)



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Level	Education	Experience	Training	Eligibility
	the fields under the Track			years after the date of first hiring
Senior High School -Arts and Design	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 Required	RA 1080 (Teacher) if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

3. Documentary Requirements

All interested qualified applicants (including previous applicants and those who were in the RQA SY 2023-2024 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;

LEONARDO M. BALALA, CESO V
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);
- e. Photocopy of Transcript of Records (TOR) with CAV;
- f. 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. **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;**
- g. Photocopy of certificates of Specialized Trainings, if any (**Attach only**)



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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 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;

- h. Certified True Copy of the Voter's ID and/or any proof of residency as deemed acceptable by the HRMPSB;
- i. 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 (DO 09, s 2023 Annex C), notarized by authorized official;
- j. Self-Assessed Individual Evaluation Sheet (IES), using the attached form (DO 09, s. 2023 Annex G-1);
- k. **Additional Requirements for:**
 - 1. **Indigenous People (IP) Applicants;**
 - a. Any proof that applicants can speak the community's language with adequate fluency and ease to discuss various concerns; and
 - b. A certificate or attestation from recognized IP leaders that the applicants have an in depth knowledge on IP IKSP.
 - 2. **ALIVE Applicants**
Result of Qualifying Examination for Arabic Language and Islamic Studies (QEALIS)
 - 3. **SPED Applicants**
Transcript of Record for the Degree or units earned in Special Education (SPED)
 - 4. **Kindergarten Applicants**
Transcript of Record for the Degree or units earned in Early Childhood Education (ECE)
- 1. Proof of Registration Online (printed acknowledgement)



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

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
Polomolok.....	Orange
Tantangan	Yellow
Tampakan.....	Gold
Tupi.....	Red
Outside South Cotabato Division.....	White

5. All interested applicants shall register online through the link:
<https://bit.ly/2024TeacherOnlineRegistration> and attach a printed copy of the confirmation to the submitted documents.

6. For your guidance and clarification, please refer on the following:
- DepEd Order No. 007, s. 2023: "Guidelines on Recruitment, Selection, and Appointment in the Department of Education";
 - Enclosure No. 2 to DepEd Order No. 007, s. 2023: "Criteria and Point System for Hiring of Teacher I Positions";
 - DepEd Order No. 007, s. 2023 Annex C: Checklist of Requirements;
 - DepEd Order No. 007, s. 2023 Annex G-1: Individual Evaluation Sheet (IES); and



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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 **Omnibus Certification of Authenticity**. Any violation will automatically disqualify the applicant from the selection process.
9. This division practices Equal Employment Opportunity Principle, thus accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.
10. For more information and inquiry on this memorandum, you may contact NERIE H. TRESBE, OIC-HRMO through Messenger or at 083-228 3742 or the Office of the Assistant Schools Division Superintendent.
11. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: List of Education Program Supervisor / Public Schools District Supervisor /
Principal In-Charge
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

RECRUITMENT EMPLOYMENT
HIRING

NHT/DM- recruitment and selection process for elementary, junior high school and
senior high school teacher 1
0000/February 20, 2024



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LIST OF EDUCATION PROGRAM SUPERVISOR / PUBLIC SCHOOLS DISTRICT SUPERVISOR / PRINCIPAL IN-CHARGE

1. MAGBANUA, MARIA JUDITH LARIDA – EDUCATION PROGRAM SUPERVISOR
2. BARRERA, MARIANETTE SABEDORIO – EDUCATION PROGRAM SUPERVISOR
3. CASERES, MILROSE PINGOY – EDUCATION PROGRAM SUPERVISOR
4. CAIJO, ZYNAFE VILLARIAS – EDUCATION PROGRAM SUPERVISOR
5. CASTILLO, NELIDA AJERA – EDUCATION PROGRAM SUPERVISOR
6. JARRA, HERMIE MARAVILLA – EDUCATION PROGRAM SUPERVISOR
7. JUMANTOC, JUBERTO ELEGANO – EDUCATION PROGRAM SUPERVISOR
8. JABIDO, SALLY ALISON – EDUCATION PROGRAM SUPERVISOR
9. DARDO, ROSELYN GO – EDUCATION PROGRAM SUPERVISOR
10. DE LEON, MILA ANTONINO – EDUCATION PROGRAM SUPERVISOR
11. DELA CRUZ, MARICHU JEAN RIPARIP – EDUCATION PROGRAM SUPERVISOR
12. FLORO, ALEX FIGARIDO – EDUCATION PROGRAM SUPERVISOR
13. DUHINO, CHARITO PINTO – MASTER TEACHER II
14. BANGA 1: LEONARDO G. DIMOS - PRINCIPAL II / PIC
15. BANGA 2: LORNA T. PADUA - PSDS OF BANGA MUNICIPALITY
16. BANGA 3: VILMA H. SOMODIO - PRINCIPAL II / PIC
17. LAKE SEBU 1: JOHN ARNEL B. SUSCANO - PSDS OF LAKE SEBU MUNICIPALITY
18. LAKE SEBU 2: ESTEBAN S. ALVAREZ - PRINCIPAL II / PIC
19. NORALA 1: REYNITA T. MARCELINO - PSDS OF NORALA MUNICIPALITY
20. POLOMOLOK 1: PABLO L. EULATIC - PSDS OF POLOMOLOK MUNICIPALITY
21. POLOMOLOK 2: GERALDINE T. HINALAO - PRINCIPAL III / PIC
22. POLOMOLOK 3: NIÑO D. JACOBE - PRINCIPAL II / PIC
23. POLOMOLOK 4: BEVERLY B. ABAD - PRINCIPAL III / PIC
24. POLOMOLOK 5: FELICIANO M. INOJALES JR PRINCIPAL II / PIC
25. STO. NIÑO: DENNIS L. GALVE - PSDS OF STO. NIÑO MUNICIPALITY
26. SURALLAH 1: JOSEPH P. LATORZA - PRINCIPAL II / PIC
27. SURALLAH 2: MARIA FE E. CANTOR - PSDS OF SURALLAH MUNICIPALITY
28. SURALLAH 3: MARIA FE E. CANTOR - PSDS & JOSEPH P. LATORZA - PRIN II / PIC
29. TAMPAKAN 1: RAMONA F. BANGOC - PSDS OF TAMPAKAN MUNICIPALITY
30. TAMPAKAN 2: MYRVIN C. ROLLON - PRINCIPAL III / PIC
31. TAMPAKAN 3: EMILYN B. BORJA - PRINCIPAL II / PIC
32. TANTANGAN 1: DAISY I. DARROCA - PSDS OF TANTANGAN MUNICIPALITY
33. TANTANGAN 2: LORNINO C. BERGONIO - PRINCIPAL II
34. TBOLI 1: MARIANNE M. SABOD - PSDS OF TBOLI MUNICIPALITY
35. TBOLI 2: MARVIN R. VILLAHERMOSA - PRINCIPAL II / PIC
36. TBOLI 3: GIL M. TONGCALING - PRINCIPAL III / PIC
37. TUPI 1: AMRAH M. AGUSTIN - PSDS OF TUPI MUNICIPALITY
38. TUPI 2: JUDITH G. DINGAL - PRINCIPAL II / PIC



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