



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

01 Mar 2024

DIVISION MEMORANDUM
OSDS No. **039** s. 2024

**SIMULTANEOUS MUNICIPAL ORIENTATION ON RECRUITMENT AND SELECTION
PROCESS FOR TEACHER 1 APPLICANTS AND HRMPSB SUBCOMMITTEE**

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 DM OSDS 026 s., 2024 on the Recruitment and Selection Process for Elementary, Junior High School, and Senior High School Teacher I Applicants, the Schools Division of South Cotabato shall conduct Simultaneous Municipal Orientation on Recruitment and Selection Process for Teacher I Applicants and HRMPSB Subcommittee particularly on Enclosure no. 2 of DepEd Order 07, s 2023 on the Guidelines on Recruitment, Selection and Appointment in the Department of Education.
2. This activity aims to:
 - a. capacitate the HRMPSB Subcommittee on the hiring guidelines for Teacher I 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 I applicants.
3. Participants to this activity are the HRMPSB Subcommittee Members and Teacher I Applicants.
4. The following schedule shall be followed in each municipality:

	Municipality	Subcommittee Member	Teacher I Applicants
1.	Surallah	Date: March 7, 2024 Time: 9:00 am-12:00 noon Venue: Surallah CES	Date: March 7, 2024 Time: 1:00-5:00 pm Venue: Surallah CES
2.	Tboli	Date: March 7, 2024 Time: 9:00 am-12:00 noon	Date: March 7, 2024 Time: 1:00-5:00 pm



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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		Venue: Lugan CES	Venue: Lugan CES
3.	Tantangan	Date: March 7, 2024 Time: 9:00 am-12:00 noon Venue: Tantangan CES	Date: March 7, 2024 Time: 1:00-5:00 pm Venue: Tantangan CES
4.	Norala	Date: March 8, 2024 Time: 9:00 am-12:00 noon Venue: Norala NHS	Date: March 8, 2024 Time: 1:00-5:00 pm Venue: Norala NHS
5.	Tupi	Date: March 8, 2024 Time: 9:00 am-12:00 noon Venue: Tupi CES	Date: March 8, 2024 Time: 1:00-5:00 pm Venue: Tupi CES
6.	Tampakan	Date: March 8, 2024 Time: 9:00 am-12:00 noon Venue: Tampakan CES	Date: March 8, 2024 Time: 1:00-5:00 pm Venue: Tampakan CES
7.	Sto. Niño	Date: March 8, 2024 Time: 9:00 am-12:00 noon Venue: Sto. Niño NHS (AVR)	Date: March 8, 2024 Time: 1:00-5:00 pm Venue: Sto. Niño NHS (AVR)
8.	Banga	Date: March 7, 2024 Time: 9:00 am-12:00 noon Venue: Purok Reyes ES	Date: March 7, 2024 Time: 1:00-5:00 pm Venue: Purok Reyes ES
9.	Polomolok	Date: March 8, 2024 Time: 9:00 am-12:00 noon Venue: Polomolok CES	Date: March 8, 2024 Time: 1:00-5:00 pm Venue: Polomolok CES
10.	Lake Sebu 1	Date: March 8, 2024 Time: 8:00 am-12:00 noon Venue: Talisay IS	Date: March 8, 2024 Time: 1:00-5:00 pm Venue: Talisay IS
11.	Lake Sebu 2	Date: March 8, 2024 Time: 8:00 am-12:00 noon Venue: NED NHS	Date: March 8, 2024 Time: 1:00-5:00 pm Venue: NED NHS

5. Teacher I applicants are advised to bring documentary requirements that would support points under the criteria of education, training, experience and LET/PBET.

6. All attendees are required to be at the venue at least 15 minutes before the start of the orientation.

7. Food and travel expenses of the Subcommittee member/s shall be chargeable against School MOOE and other local funds subject to the usual accounting and auditing rules and regulations.

8. For more information and inquiries, personnel concerned may contact Nerie H. Tresbe, OIC-Personnel Officer at telephone nos. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.



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6. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: DM OSDS 026 s., 2024
DO 07 s., 2023

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

RECRUITMENT EMPLOYMENT
HIRING

NHT/DM- simultaneous municipal orientation on the recruitment and selection
process for teacher I applicants and hrmpsb subcommittee
0000/March 01, 2024



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