



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

**Office of the Schools Division
Superintendent**

08 Jan 2025

DIVISION MEMORANDUM
OSDS No. **007** s. 2025

**RECRUITMENT AND SELECTION PROCESS FOR ELEMENTARY, JUNIOR HIGH
SCHOOL, AND SENIOR HIGH SCHOOL TEACHER I 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 following schedule of recruitment and selection activities for Elementary, Junior, and Senior High School Teacher 1 applicants for SY 2025-2026:

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 Supervisor• Public School District Supervisor• Principal In-charge	January 15, 2025 SDO Conference Hall	
Orientation of HRMPSB Sub-Committee (Administrative Officer II) on DepEd Order No.	HRMPSB HRMPSB Secretariat Participants <ul style="list-style-type: none">• Administrative Officer II• Batch 1 (Banga,	January 16-17, 2025 SDO Conference Hall	To be conducted on 3 batches Emphasis on the following topics:



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07, s. 2023	<p>Surallah, Norala and Sto Niño</p> <ul style="list-style-type: none"> • Batch 2 (T'boli, Lake Sebu and Polomolok) • Batch 3 (Tampakan, Tantangan and Tupi) 		<ul style="list-style-type: none"> • Submission and Receipt of Teacher 1 Application Documents • Verification of Teacher I - applicant's online registration
Simultaneous Municipal Orientation of School Heads and Teacher Applicants on DepEd Order No. 07, s. 2023	<p>EPS PSDS/PICs HRMPSB HRMPSB Secretariat</p> <p>Participants</p> <ul style="list-style-type: none"> • School Heads • Teacher I Applicants 	January 28-31, 2025 To be announced	Separate Memorandum shall be issued on the details and venue
Submission of application documents of Teacher I-applicants to schools	Applicants	February 3-12, 2025 DepEd South Cotabato Schools	Refer to Submission and Receipt of Application Documents Procedure of DepEd Order No. 07, s. 2023
Verification of teacher I - applicant's online registration and submission of consolidated received application documents in school to SDO	School AOII	February 13-14, 2025 DepEd South Cotabato Schools	AOII ensures that all application receipts are duly registered in the online registration link.
Preparation of Initial Evaluation Result (IER)	HRMPSB	February 17- 24, 2025	Refer to Initial Evaluation of the



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			Qualification of Applicants Procedure of DepEd Order No. 07, s. 2023
Conduct of Comparative Assessments of Applicants in terms of Education, Training, Experience, and PBET/LET/LEPT Rating	HRMPSB HRMPSB Secretariat	February 24-28, 2025 SDO	
Conduct of Applicants Assessment in terms of Classroom Observable Strands (Demonstration Teaching)	HRMPSB HRMPSB Secretariat HRMPSB Sub-Committee	February 26-28, 2025 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 Strands (Teacher Reflection)		March 1, 2025 Venue to be announced	
Checking of Non-Classroom Strand (Teacher Reflection)		March 4-5, 2025 Venue to be announced	
Gathering of Data		March 6, 2024	
Continuation of the Conduct of Comparative Assessments of Applicants in terms of Education, Training,	HRMPSB HRMPSB Secretariat	March 7-14, 2025	



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Experience, and PBET/LET/LEPT Rating			
Preparation of Registry of Qualified Applicants (RQA)	HRMPSB HRMPSB Secretariat	March 17-24, 2025	
Deliberation of RQA	HRMPSB	March 27, 2025	
Submission of RQA	HRMPSB	March 27, 2025	
Posting of RQA	HRMPSB	April 4, 2025	

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	None Required	At least NC*II *Appropriate	RA 1080 (TEACHER)



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	completion of technical-vocational course(s) in the area of specialization		to the specialization	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 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 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 2024-2025 but were not yet hired for a regular plantilla position) shall submit to the school through the school/cluster school Administrative Officer II on or before **February 12, 2025**, the following documentary requirements:

- a. Letter of intent addressed to the Schools Division Superintendent;



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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 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.



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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)

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

3. **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 https://bit.ly/RQA_2025-2026_TeacherI_ApplicantsRegistration and attach a printed copy of the confirmation to the submitted documents.



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6. For your guidance and for clarification, enclosed in this memorandum are 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
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. For more information and inquiry in this memorandum, you may contact **MA. LUZ E. ESTEMBER**, OIC-HRMO through Messenger or at 083- 2283742 or the Office of the Assistant Schools Division Superintendent through 083-2283801.
10. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: Omnibus Certification of Authenticity
Checklist of Requirements

Reference: As stated

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

RECRUITMENT EMPLOYMENT
HIRING

MLE/DM- recruitment and selection process for elementary, junior high school and senior high school teacher 1 /January 08, 2025



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