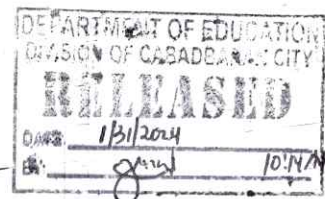




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF CABADBARAN CITY



January 31, 2024

DIVISION MEMORANDUM

No. 045 s. 2024

**ACCEPTANCE OF PERTINENT DOCUMENTS FOR TEACHING POSITIONS FOR
SY 2024-2025 FOR ALL LEVELS (Kinder, Elem, JHS & SHS)**

1. Pursuant to DepED Order No. 7, s.2023 "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education*" specifically on the "*Criteria and Point System for Hiring to Teacher I (Kindergarten to Grade 12) Positions*" which upholds the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan that ensure the placement of the right people for the right job at the right time. It is aimed at ensuring that the organization and its human resources are able to respond to challenges and opportunities of the 21st century with focus on the delivery of quality, accessible, relevant, and liberating basic education.
2. All applicants within or outside DepEd shall register at <https://bit.ly/depedcabadbaran-application> where they must encode their Personal Data Sheet for online registration of the application irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity and political beliefs. In the submission of application requirements, application number must be indicated.



3. Application letters must be addressed to:
IMELDA N. SABORNIDO, PhD.
Schools Division Superintendent
Division of Cabaadbaran City



Km. 1, Hinagdanan, Comagascas, Cabaadbaran City,
Agusan del Norte
Tel. no. (085) 818-0345
Email: cabaadbaran.city@deped.gov.ph



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4. Application folder shall then be submitted to the School Head of Elementary, Secondary and Senior High Schools nearest to your residence supported by the following documents:
- a. Letter of Intent addressed to the Head of Office;
 - b. Duly accomplished PDS (CS Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Photocopy of Scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 - f. Photocopy of Certificate/s of Training, if applicable;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable
 - i. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest promotion position prior to the deadline of submission, if applicable;
 - 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 (Data Privacy Act of 2012), using the attached form (Annex A), notarized by authorized official; and
 - k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - k.1 Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - k.2 Photocopy of the Performance Rating obtained from the relevant work experience, if performance Rating is not relevant to the position to be filled, if applicable.
5. Applicants who failed to submit complete mandatory documents (a-j) on the set deadline indicated in this memorandum shall **NOT** be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (k) shall not warrant exclusion from the pool of official applicants.



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6. **NO** additional documents shall be accepted after the set deadline, as indicated in this memorandum.
7. All official applicants in the pool shall be assigned with application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.
8. An internal applicant occupying a position shall **NOT** be automatically included in the pool of official applicants, and shall **NOT** be exempted from the submission of documentary requirements listed above.
9. The applicants assume full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. The HRMO through the AO II with the school level committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.
10. Application must be in One (1) Long Folder with cover page and tabbing to wit:
Elementary – White Folder
Junior High School – Blue Folder
Senior High School – Green Folder
11. School Screening Committee shall observed the following functions to wit:
 - a. Ensures that the step-by-step procedure in applying for Teacher I positions, including copy of this memorandum, must be posted.
 - b. Receives applications and documents.
 - c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents.
 - d. Checks the status of submission of mandatory documents in the Checklist of Requirements if complied.
 - e. Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee, albeit such submissions must be noted and marked by the Committee.
 - f. Produces received copy of the checklist of requirements to the applicants indicating the status of submission. The copies are then to be compiled and are to be kept in the office of the School Head for record & tracking purposes.



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12. **Deadline for submission of the application folders in the SCHOOL LEVEL will be on February 23, 2024.**
13. The finality of the submission of the applicants' pertinent papers stipulated in this memo is absolute. ***Hence, any submission of the latter after the deadline would no longer be accepted.***
14. Endorsement of Application Folders from Schools to Division Office through the HRMO will be on **February 29, 2024.**
15. Immediate and widest dissemination of this memorandum is directed.


IMELDA N. SABORNIDO, PhD.
Schools Division Superintendent



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
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			
k.	Other documents as may be required for comparative assessment:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

AMIE ROUZELA P. CORNITES

Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", [e]lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) [w]here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.