



Republic of the Philippines  
**Department of Education**

Region XII  
City Schools Division of Tacurong

January 26, 2023

**DIVISION MEMORANDUM**

OSDS No. 15 s. 2023

**SCHEDULE OF ACTIVITIES FOR THE RECRUITMENT, EVALUATION AND SELECTION FOR TEACHER I POSITION FOR K TO 10 AND SENIOR HIGH SCHOOL FOR THE SCHOOL YEAR 2023-2024 AND COMPOSITION OF THE DIVISION SELECTION COMMITTEE FOR K TO 10 AND SENIOR HIGH SCHOOL**

TO: Assistant Schools Division Superintendent  
Chiefs, School Governance and Operations and  
Curriculum Implementation Divisions  
Education Program Supervisors  
Cluster Heads  
Elementary and School Heads  
This Division

1. In accordance with DepEd Order No. 19, S. 2022 entitled "The Department of Education Merit Selection Plan", this Office provides the following schedule of activities for the recruitment, evaluation, and selection for Teacher I positions for S.Y. 2023-2024 for Kindergarten to Grade 10 and Senior High School:

Schedules	Activities	Place
February 06-24, 2023	Submission and Receipt of applications of teacher-applicants to the School Screening Committee	Schools
March 6, 2023	Deadline for the submission of documents of teacher-applicants by the School Screening Committee	Division Office
March 31, 2023	Orientation of K to 10 Teacher and Senior High Applicants	Online (link to be published through DepEd Tacurong City FB Page)
TBA	Administration of English Proficiency Test	
April 3-14, 2023	Initial Evaluation vis-à-vis QS	Division Office Conference Hall
April 18, 2022	Release of IER – Qualified & Disqualified	
April 24-28, 2023	Behavioral Events Interview by the Division Selection Committee (Online/Virtual)	TBA
May 15-19, 2023	Demo teaching of teacher-applicants	School
May 22-26, 2023	Review and finalization of the results of the individual rating of applicants by the Division Selection Committee	Division Office
June 5-9, 2023	Preparation of Registry of Qualified Applicants (RQA) and submission of RQA to the Superintendent for approval	Division Office
July 2022	Publication of the SY 2023-2024 Registry of Qualified Applicants (RQA)	Division Office
July Onwards	Preparation of Appointment Papers	Division Office

2. All applicants shall register to the Department's online system at [application.deped.gov.ph](http://application.deped.gov.ph) where they must encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, an Applicant Number will be issued. In



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the submission of application requirements, this number must be indicated. This Division has assigned an e-mail address at [tacurong.hrmo@deped.gov.ph](mailto:tacurong.hrmo@deped.gov.ph) where the system will forward the applications.

- a. Applicants who have already submitted prior to the release of these Guidelines must still register to the online system, after which they shall submit their Applicant Number to the division office.
3. The applicants shall submit to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists, a written application, supported by the following documents:
- 3.1 Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
  - 3.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
  - 3.3 Photocopy of valid and updated PRC License/ID, if applicable
  - 3.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable
  - 3.5 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
  - 3.6 Photocopy of Certificate/s of Training, if applicable
  - 3.7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
  - 3.8 Photocopy of latest appointment, if applicable
  - 3.9 Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
  - 3.10 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled
  - 3.11 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
  - 3.12 Checklist of Requirements and Omnibus Certification/Waiver (Annex C)
  - 3.13 Other documents as may be required
4. The applicant assumes full responsibility and accountability for the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity (item 3.12 above). Any violation will automatically disqualify the applicant from the selection process.



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5. Hereunder is the composition of the **Division Selection Committee**:

A. Elementary

Chairman:

**Mervie Y. Seblon, CESE**  
OIC-Asst. Schools Division Superintendent

Members:

**Frank A. Nawal, Jr.**  
Education Program Supervisor

**Ma. Sairah N. Hong**  
Education Program Supervisor

**Agnes G. Muyco**  
Education Program Supervisor

**Rona L. Bred**  
PESPA Representative

To be identified - Civil Society Organization  
Representative/Member

Secretariat:

**Zenaida B. Porras**  
Administrative Officer V

**Glenda P. Orcinado**  
Administrative Officer IV- Personnel

**Adelpa A. Abenoja**  
Administrative Assistant III

B. Secondary

Chairman:

**Mervie Y. Seblon, CESE**  
OIC-Ass. Schools Division Superintendent

Members:

**Arlene Rosa G. Arquiza**  
Chief- Curriculum and Implementation Division

**Randy E. Porras**  
Education Program Supervisor

**Rona N. Tacot**  
Education Program Supervisor

**Mary Ann C. Umadhay**  
Education Program Supervisor

**Ma. Teresita H. Escobia**



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Vice-Pres. Division Secondary School Heads Association

To be identified - Civil Society Organization  
Representative/Member

Secretariat:

**Zenaida B. Porras**  
Administrative Officer V

**Glenda P. Orcinado**  
Administrative Officer IV- Personnel

**Mary Loryne B. Ladigohon**  
Administrative Assistant III

C. Senior High School

Chairman:

**Mervie Y. Seblon, CESE**  
OIC-Ass. Schools Division Superintendent

Members:

**Mayflor D. Romualdo**  
Chief, School Governance & Operations Division

**Virgie T. Metal**  
Education Program Supervisor

**Freddie T. Delantar**  
President- Division Association of Secondary School Head

Representative from HEI/ DOST (for Core Subjects)

Secretariat:

**Ernie P. Pama**  
SEPS- HRD&Planning

**Glenda P. Orcinado**  
Administrative Officer IV- Personnel

6. For details, kindly refer to DepEd Order No. 19, s. 2022 dated April 22, 2022 and follow the provisions stated therein.
7. For your information, guidance, and immediate dissemination to all concerned.

**MIGUEL P. FILLALAN, JR., CESO VI**  
Schools Division Superintendent



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