



Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

February 12, 2024

DIVISION MEMORANDUM

OSDS No. 026, s. 2024

**RECRUITMENT, SELECTION, AND HIRING OF TEACHER I POSITIONS
FOR SCHOOL YEAR 2024 – 2025**

To: OIC - Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Education Program Supervisors
Members of HRMPSB
Cluster Heads
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. The Schools Division Office of Tacurong City through its Human Resource Merit and Promotion Selection Board (HRMPSB) announces the schedule for the different activities on the Recruitment, Selection and Hiring for Teacher I Positions in Elementary, Junior High School and Senior High School for School Year 2024-2025.

2. Applicants shall be assessed based on the criteria set forth in the DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan) and DepEd Order No. 007, s. 2023 (Recruitment, Selection, and Appointment in the Department of Education).

3. The Division Selection Committees shall be composed of the following:

3.1 Elementary

Chairman: **Gilbert B. Barrera**
OIC - Assistant Schools Division Superintendent

Members: **Ivy P. Lamintao**
Education Program Supervisor

Bernard F. Antolo
Education Program Specialist

Agnes G. Muyco
Education Program Supervisor

Memvie L. Alesna
PESPA Representative

Civil Society Organization Representative



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Secretariat: **Zenaida B. Porras**
Administrative Officer V

Glenda P. Orcinado
Administrative Officer IV- Personnel

Alma S. Gamboa
Administrative Assistant III

3.2 Junior High School

Chairman: **Gilbert B. Barrera**
OIC - Assistant Schools Division Superintendent

Members: **Arlene Rosa G. Arquiza**
Chief, Curriculum and Implementation Division

Randy E. Porras
Education Program Supervisor

Julius D. Celetaria
Education Program Supervisor

Mary Ann C. Umadhay
Education Program Supervisor

Ma. Teresita H. Escobia
Vice President, Division Secondary School Heads Association

Civil Society Organization Representative

Secretariat: **Zenaida B. Porras**
Administrative Officer V

Glenda P. Orcinado
Administrative Officer IV- Personnel

Ellen Rose L. Bade
Administrative Aide VI

3.3 Senior High School

Chairman: **Gilbert B. Barrera**
OIC – Assistant Schools Division Superintendent

Members: **Mayflor D. Romualdo**
Chief, School Governance and Operations Division



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Virgie T. Metal
 Education Program Supervisor

Freddie T. Delantar
 President, Division Association of Secondary School Head

HEI/DOST Representative (For Core Subjects)

Secretariat: **Ernie P. Pama**
 EPS, School Governance and Operations Division

Glenda P. Orcinado
 Administrative Officer IV- Personnel

3.4 Division Sub-Committees

The members of the sub-committees shall act as Observer – Rater of teacher – applicants during the demonstration teaching.

Kinder and Grades 1 - 3

1. Wendy Lynn G. Conejar, P-I
2. Ronald A. Pelitro, ASP-II
3. John Gil Pamposa, HT-I
4. Hazel F. Melendres, P-I
5. Jeanilyn P. Batchar, P-III

Grades 4 - 6

1. Glenda Rose G. Yasin, P-I
2. Samson M. Tallodar, P-II
3. Faith C. Somcio, HT-I
4. Rodolfo Agon, P-I
5. Ma. Dianne R. dela Fuente, HT-II

Grades 7 - 10

1. Ramelyn V. Usman, P-II
2. Perla A. Lloren, MT-II
3. Martin I. Diaz, P-II
4. Ma. Teresa R. Estriba, ASP-II

Senior High School

1. Freddie T. Delantar, P-II
2. Cesar Q. Antolin, P-I
3. Pamela Jamias, MT-II
4. Riza Velasco, T-III

4. All members of the HRMPSB, Division Selection Committees and Division Sub-Committees shall observe the following timetable:

| Date | Activities | Person/ Committee In-Charge | Place |
|-----------------------------------|---|---|--|
| February 15 – March 1, 2024 | <ul style="list-style-type: none"> • Call for submission of application documents • Receiving of applications and verification of documents | <ul style="list-style-type: none"> • HRMPSB Secretariat and School Heads • School Screening Committee | <ul style="list-style-type: none"> • Division Office, Schools and Online Platforms • Schools |
| March 4 - 8, | <ul style="list-style-type: none"> • Submission of teacher-applicants' | <ul style="list-style-type: none"> • School | <ul style="list-style-type: none"> • Division |



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| 2024 | documents to the HRMPSB Secretariat | Heads/ Admin. Officer II | Office |
| March 18, 2024 | <ul style="list-style-type: none"> • Orientation for teacher-applicants on the MSP-RSA Guidelines | • HRMPSB | <ul style="list-style-type: none"> • Online (The meeting link shall be provided through the SDO Tacurong City FB Page) |
| March 19 - 29, 2024 | <ul style="list-style-type: none"> • Initial evaluation of application documents | • HRMPSB Secretariat | <ul style="list-style-type: none"> • Division Office Board Room |
| April 8, 2024 | <ul style="list-style-type: none"> • Deliberation on the Initial Evaluation Results | • HRMPSB | <ul style="list-style-type: none"> • Division Office Board Room |
| April 11, 2024 | <ul style="list-style-type: none"> • Posting of Initial Evaluation Results • Sending of official communication to qualified and disqualified applicants | • HRMPSB Secretariat | <ul style="list-style-type: none"> • Division Office • Through email |
| April 15 – May 11, 2024 | <ul style="list-style-type: none"> • Conduct of assessment of documents | • HRMPSB | <ul style="list-style-type: none"> • Division Office Board Room |
| May 13 -17, 2024 | <ul style="list-style-type: none"> • Conduct of Classroom Observation/Demonstration Teaching (PPST COIs) | • Division Sub-Committees | <ul style="list-style-type: none"> • Schools |
| May 20 - 22, 2024 | <ul style="list-style-type: none"> • Administration of Teacher Reflection Form (PPST NCOIs) • Checking of TRF (Teacher Reflection Form) | <ul style="list-style-type: none"> • SGOD HRD /HRMO • Division Selection Committees | <ul style="list-style-type: none"> • Schools • Division Office Conference Room |
| May 23 - 31, 2024 | <ul style="list-style-type: none"> • Consolidation of Results • Preparation of Individual Evaluation Sheet (IES) • Initial deliberation of results and planning for the conduct of the | <ul style="list-style-type: none"> • HRMPSB Secretariat • HRMPSB | <ul style="list-style-type: none"> • Division Office Board Room |



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| | Open Ranking | | |
| June 3, 2024 | <ul style="list-style-type: none"> • Conduct of Open Ranking • Signing of IES | • HRMPSB | • Division Office Conference Hall |
| June 4-6, 2024 | • Final Review of the Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA) | • HRMPSB Secretariat | • Division Office |
| June 7, 2024 | • Final Deliberation and Signing of CAR-RQA | • HRMPSB | • Division Office Board Room |
| June 11, 2024 | • Submission of the CAR-RQA to the Office of the Schools Division Superintendent for approval | • HRMPSB Secretariat | • Division Office |
| June 24, 2024 | • Posting of Final CAR-RQA | • HRMPSB Secretariat | • Division Office |
| July 1, 2024 onwards (Specific dates are to be announced) | <ul style="list-style-type: none"> • Appointment of successful applicants • Preparation of appointment papers <p>Note: This is subject to the availability of newly created items and existing vacancies</p> | <ul style="list-style-type: none"> • SDS • HRMO | • Division Office |

5. All applicants must register to the City Schools Division of Tacurong RSP portal at <https://apply.depedtacurong.org>.

6. The applicants shall submit to the school head of the elementary or secondary school they seek to teach a written application along with the following supporting documents:

- 6.1 Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
- 6.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- 6.3 Photocopy of valid and updated PRC License/ID, if applicable
- 6.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- 6.5 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
- 6.6 Photocopy of Certificate/s of Training, if applicable
- 6.7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- 6.8 Photocopy of latest appointment, if applicable
- 6.9 Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable



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- 6.10 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 6.9 is not relevant to the position to be filled
- 6.11 Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development.
- 6.12 Checklist of Requirements and Omnibus Certification/Waiver (Annex C of DepEd Order No. 07, s.2023).
- 6.13 Other documents as may be required
7. 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 6.12). Any violation will automatically disqualify the applicant from the selection process.
8. For information, guidance and compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None

References: DepEd Order No. 019, s. 2022 and DepEd Order No. 007, s. 2023

Allotment: None

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

HIRING
RECRUITMENT
SELECTION

GPO/OSDS/DM/RECRUITMENT, SELECTION, AND HIRING OF TEACHER I POSITIONS FOR SCHOOL YEAR
2024 – 2025/February 12, 2024



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