



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

May 26, 2025

DIVISION MEMORANDUM
OSDS NO.: 065 s. 2025

**HIRING AND ASSESSMENT OF TEACHER I POSITIONS FOR SPIMS AND DOST
SCHOLAR BENEFICIARIES FOR SCHOOL YEAR 2025-2026**

TO: OIC-Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Members of HRMPSB
Cluster Heads
Elementary and Secondary School Administrators
All others concerned

1. The Schools Division Office of Tacurong City announces the schedule for the different activities on the Hiring and Assessment of Teacher I Positions for SPIMS and DOST scholar beneficiaries for School Year 2025-2026.
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), DepEd Order No. 007, s. 2023 (Recruitment, Selection, and Appointment in the Department of Education), and DepEd Order No. 021, s. 2024 (Amendments to DepEd Order No. 007, s. 2023 – Guidelines on the Recruitment, Selection, and Appointment in the Department of Education).
3. All members of the HRMPSB, and Division Sub-Committees, shall observe the following timetable:

Date	Activities	Person/Committee In-charge	Place
May 26- June 3, 2025	Call for submission of application documents	HRMPSB Secretariat	Division Office
June 4-10, 2025	Initial evaluation of application documents	HRMPSB	Division Office Board Room



Address: Alunan Highway, Poblacion, Tacurong City 9800
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June 11-18, 2025	Conduct of assessment of documents	HRMPSB	Division Office Board Room
June 19-20, 2025	Conduct of Classroom Observation/Demonstration Teaching (PPST COIs)	Division Sub-Committees	Schools
June 24, 2025	Administration of Teacher Reflection Form (PPST NCOIs)	SGOD HRD / HRMO	Division Office Board Room
June 25-27, 2025	Checking of TRF (Teacher Reflection Form)	HRMPSB	Division Office Board Room
July 1-3, 2025	Consolidation of Results Preparation of Individual Evaluation Sheet (IES) Initial deliberation of results and planning for the conduct of the Open Ranking	HRMPSB Secretariat HRMPSB	Division Office Board Room
July 4, 2025	Conduct of Open Ranking Signing of IES	HRMPSB	Division HR Office
July 7-9, 2025	Final Review of the Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA) SPIMS	HRMPSB Secretariat	Division Office
July 10, 2025	Final Deliberation and Signing of CAR-RQA SPIMS	HRMPSB	Division Office Board Room
July 11, 2025	Submission of CAR-RQA SPIMS to the Office of the Schools Division Superintendent for Approval	HRMPSB Secretariat	Division Office
July 14, 2025	Posting of Final CAR-RQA SPIMS	HRMPSB Secretariat	Division Office
July 28, 2025	Appointment of applicants	SDS	Division Office



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onwards (Specific dates are will be announced	Preparation of Appointment papers Note: This is subject to the availability of newly created items and existing vacancies.	HRMO	
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4. The applicants shall submit the documentary requirements to wit:

- 4.1 Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
- 4.2 Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- 4.3 Photocopy of valid and updated PRC License/ID, if applicable
- 4.4 Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- 4.5 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
- 4.6 Photocopy of Certificate/s of Training, if applicable
- 4.7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- 4.8 Photocopy of latest appointment, if applicable
- 4.9 Photocopy of the Performance Ratings in the last rating period(s) covering three (3) year performance prior to the assessment, if applicable
- 4.10 Photocopy of Performance Rating obtained from the relevant work experience, if the performance rating in Item No. 9 is not relevant to the position to be filled
- 4.11 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
- 4.12 Checklist of Requirements and Omnibus Certification/Waiver (Annex C)
- 4.13 Other documents as may be required

5. 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 4.12). Any violation will automatically disqualify the applicant from the selection process.



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6. For immediate, guidance and compliance.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

For and in the absence of:

JOSEPH R. PILOTOS
Education Program Supervisor

Enclosure: None

Reference/s: D.O. 007, s. 2023; D.O. 21, s. 2024

Allotment:

To be indicated in the Perpetual Index under the following subjects

POSITIONS

QUALIFICATIONS

VACANCIES

GPO/ADMIN-HR/OSDS/HIRING AND ASSESSMENT OF TEACHER I POSITIONS FOR SPIMS AND DOST SCHOLAR BEBENEFICIARIES FOR SCHOOL YEAR 2025-2026 / May 26, 2025



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