



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 18, 2023

DIVISIONAL MEMORANDUM

No. *019* , s. 2023

**RECRUITMENT, EVALUATION AND SELECTION OF TEACHER APPLICANTS
FOR TEACHING POSITION IN ELEMENTARY, JUNIOR AND SENIOR HIGH
SCHOOL FOR SCHOOL YEAR 2023-2024**

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
This Division

1. This Office announces the Recruitment, Evaluation and Selection of Teacher Applicants for Teaching Position to fill up either new item or natural vacancies for Elementary, and Junior High School per DepEd Order No. 19, s. 2022 entitled The Department of Education Merit Selection Plan.
2. All interested applicants shall submit the following documentary requirements to the designated officer, to perform the function of receiving application documents, on or before the deadline indicated in the memorandum:
 - a. Letter of intent addressed to the Head of Office, or to the authorized officer designated by the Head of Office;
 - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Authenticated copy of Certificate of Eligibility/Rating/License/ID;
 - d. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
 - e. Photocopy of Service Record or Certificate of Employment, if applicable;
 - f. Photocopy of Certificates of Training, if applicable;
 - g. Photocopy of the latest Performance Rating covering one (1) year performance, if applicable;
 - h. Omnibus Sworn Statement;
 - i. Checklist of Requirements;
 - j. Other documents as maybe required.
3. Individuals who failed to submit mandatory documentary requirements (items a to i) on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1miz@gmail.com

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4. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed. Any false and fraudulent document submitted shall be grounds for disqualification.

5. Two sets of written application shall be submitted on or before **February 28, 2023** to the Office of the School Head where they wish to apply, preferably, a school near their residence.

****In addition to the above documents, applicants shall submit a certificate of good moral character and certificate of residency signed by the Barangay Chairman of where he/she resides. ****

6. In the preparation of the pertinent documents, applicants shall observe the following:

a. Color Coding of Folders (Long-size)

Blue	-	Kindergarten
Red	-	SPED
Yellow	-	Elementary
Green	-	Junior High School
Pink	-	Senior High School

b. Observe proper arrangement, pagination, fastening and tabbing.

- The pertinent papers shall be arranged according to what are enumerated in paragraph no. 2 of this Memorandum.
- The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the checklist of requirements (a-j) shall be at the bottom of the documents.
- Deliberation sheet shall be stapled at the inside left portion of the folder.

c. Number of copies

- The applicants shall prepare two sets of pertinent documents following the above preparation.

d. Other reminders

- Applicants must bring the original copy of the documents during the submission to the school screening committee.

7. Applicants who are in the 2021-2022 Ranklist may submit a letter of intent with additional documents (if there are any) to this Office, **Attention: Myra P. Mebato - Assistant Schools Division Superintendent** on or before **February 28, 2023** to update their points.



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8. Applicants who joined the selection process/applied in the division three (3) times or more but were not hired are considered **NEW APPLICANTS**. Therefore, they have to go through the entire screening process.
9. Paragraph 3.4 of D.O. Number 14, s. 2014, as provided in Sec.(b) paragraph 2 of RA 9293, teachers who have not practiced their profession for the past five (5) years shall be required to take twelve (12) units of education courses, consisting of at least six (6) units of pedagogy and six (6) units of content courses.
10. Schedule of activities shall be announced in a separate memorandum.
11. Immediate dissemination of this Memorandum is highly enjoined.

JEAN G. VELOSO
Schools Division Superintendent

References: As stated
To be indicated in the Perpetual Index
under the following subjects:

DIVISION OFFICE
RECRUITMENT
RULES AND REGULATIONS

TEACHER-APPLICANT
SELECTION

AJS/DM – Recruitment, Evaluation and Selection of T-I for SY 2023-2024
/January 18, 2023



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