



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

January 22, 2024

DIVISIONAL MEMORANDUM

No. *033*, s. 2024

**SCHEDULE OF ACTIVITIES AND COMPOSITION OF DIVISION SELECTION
COMMITTEE RELATED TO RECRUITMENT, SELECTION AND
APPOINTMENT OF TEACHER I POSITION IN ELEMENTARY,
JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL
FOR SCHOOL YEAR 2024-2025**

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

1. This Office announces the Schedule of Activities Related to Recruitment, Selection and Appointment of Teacher I Position in Elementary, Junior High School and Senior High School per DepEd Order No. 007, s. 2023 entitled "Guidelines on Recruitment, Selection and Appointment in the Department of Education".
2. Two sets of written application supported by the documents stated below shall be submitted to the Office of the School Head where they wish to apply, preferably, a school near their residence, as follows:
 - a. Letter of intent addressed to the Head of Office;
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - c. Authenticated copy of PRC License/ID, if applicable;
 - d. Authenticated copy of Certificate of Eligibility/Rating, if applicable;
 - e. Authenticated copy 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 applicable;
 - f. Photocopy of Certificates of Training, if applicable;
 - g. Photocopy of Service Record, Contract of Service, or Certificate of Employment, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;



Address: IBJT Compound, Carangan, Ozamiz City
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- 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 C), notarized by authorized official; and
- k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.

****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. ****

3. 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 number 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-k).

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.



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4. The schedule of activities are as follows:

February 9, 2024 - Submission of letter of intent to the Division Office (indicate contact number and email address)

February 16, 2024 - Orientation of Division Selection Committee and All Level Sub-Committee, 3rd Floor, Division Training Hall, 8:30A.M.

March 1, 2024 - Orientation of Elementary Teacher Applicants, 3rd Floor, Division Training Hall, 8:30A.M.

- Orientation of Junior and Senior High School Applicants, 3rd Floor, Division Training Hall, 1:30P.M.

March 8, 2024 - Submission of pertinent documents to the Office of the School Head where the applicants wish to apply, preferably, a school near their residence.

March 15, 2024 - Submission of the List of Applicants with corresponding documents by the School Head to this Office, **Attention: Dionesio L. Liwagon, Jr., CESE, OIC-Assistant Schools Division Superintendent.**

April 1-5, 2024 - Demonstration Teaching and Written Examination

Elementary	-	Ozamiz City Central School
Junior High	-	Ozamiz City National High School
Senior High	-	Ozamiz City School of Arts and Trades

April 17-19, 2024 - Consolidation of Comparative Assessment Results

May 6, 2024 - Posting of Comparative Assessment Results

Applicants are given until **May 17, 2024** after posting of the Comparative Assessment Results to submit a letter requesting for correction of entry, if there is any, to the Human Resource Management Officer

May 24, 2024 - Posting of the final Comparative Assessment Results in the website

5. The composition of the Selection Committee shall be:

Division Selection Committee

Chairperson : Dionesio L. Liwagon, Jr., CESE, OIC-ASDS
Members : Susan Epifania B. Carpio, Chief ES, SGOD
Dorothy Joy B. Yting, AO V-Admin Services



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Adda Liza J. Saquin, AO IV-HRMO
Eulalio S. Rupinta, EPS, COPSTEA President
Melanie G. Lagus, SP II, PESPA President (Elementary)
Pat S. Rara, SP III, DAPSSHI President (Secondary)

Elementary Level Sub-Committee:

Kindergarten/IPED/SPET

Overseer : Angelita M. Maribojoc, EPS
Members : Elisa O. Cebedo, MT II
Jovy O. Bonita, Principal II
Catherine C. Oracion, Principal I

Grades 1-3

Overseer : Elsa B. Buenavidez, PSDS
Members : Cherry Jane O. Cena, MT II
Clarinda Fe L. Simblante, Principal II
Bemafe N. Agapay, Principal I

Grades 4-6

Overseer : Selina O. Macas, PSDS
Members : Kathleen B. Villarubia, MT I
Juves C. Colarte, Principal I
Angel Grace E. Bandiala, Principal I

Junior High School Sub-Committee:

Overseer : Anacleta A. Gacasan, Chief ES, CID

FILIPINO/ESP

Chairman : Rose Mary R. Abapo, EPS
Members : Gelyn P. Beniga, HT III
Lourdes V. Ocampos, MT II

ENGLISH

Chairman : Federico B. Aranieto Jr., EPS
Members : Estelita C. Saquin, HT V
Joey Marie S. Revelo, MT II

SCIENCE

Chairman : Jed Mae F. Coronel, EPS
Members : Charyljoy C. Navarez, Principal I
Flor T. Capuno, MT I

MATHEMATICS

Chairman : Eulalio S. Rupinta, EPS
Members : Gualberto G. Paminta, OIC- HT
Felsa S. Jagonia, MT I



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TLE
Chairman : Ian Francis E. Veloso, PSDS
Members : Alie A. Bongcawil, ASP II
Rodelia P. Balcita, HT III

AP/MAPEH
Chairman : Letecia D. Tatoy, EPS
Members : Imelda D. Pongase, EPS
Rey B. Hibaya, HT IV
Lorena P. Rivera, HT V

Senior High School Sub-Committee:

Overseer : Susan Epifania B. Carpio, Chief ES, SGOD

Academic Track (Team A)

Chairman : Rowell C. Villarubia, EPS
Members : Rose Sheila A. Roque, ASP II
Rene B. Edullantes, MT II

Academic Track (Team B)

Chairman : May P. Edullantes, EPS
Members : Marife P. Magpulong, HT V
Marie Jane M. Pabriga, MT II

TVL Track (Team A)

Chairman : Luisander C. Luy, EPS
Members : Candelaria P. Maghanoy, HT I
Genevive H. Sumondong, MT II

TVL Track (Team B)

Chairman : Johnnel A. Guangco, EPS
Members : Romeo P. Elnas, HT I
Ronald A. Catedral, MT II

Over-all Secretariat :

Overseer : Dorothy Joy B. Yting-Administrative Officer V-Admin Services
Adda Liza J. Saquin - Administrative Officer IV-HRMO

Elementary : 1. Jene S. Guangco, AO II
2. Adrian L. Sayson, AO II
3. Dinalyn A. Ramayrat, ADAS III

Junior : 1. April Joy G. Bolanio, AO II
2. Brenda O. Acierto, AO II
3. Teresita L. Pagador, ADAS III





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- Senior : 1. Abegail M. Yoldan, AO II
2. Maria Elena L. Guangco, AO II
3. Gee B. Sonogan, ADAS III
6. Enclosed is the Checklist of Requirements and Omnibus Sword Statement.
7. Immediate dissemination of this Memorandum is highly enjoined.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC- Schools Division Superintendent 

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

DIVISION OFFICE TEACHER-APPLICANT RECRUITMENT SELECTION

AJS/DM – Schedule of Activities and Composition of DSC for T-I for SY 2024-2025
/January 22, 2024



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Enclosure 1

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____ Position Applied for: _____
 Office of the Position Applied for: _____
 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/ <u>sub-committee</u>)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Schools Division Superintendent			
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 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			
k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	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			



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	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			
1.	Proof of residency			

Attested:

Sub-committee Chair



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OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above is 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.



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