



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

28 January 2025

DIVISIONAL MEMORANDUM

No. 039 , s. 2025

**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 2025-2026**

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

1. This Office announces the Schedule of Activities Related to Recruitment, Selection and Appointment of Teacher I Positions in Elementary, Junior High School and Senior High School per DepEd Order No. 007, s. 2023 and DepEd Order No. 21, s. 2024.

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;



Address: IBJT Compound, Carangan, Ozamiz City
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- 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;
- 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.



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- 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.

4. The schedule of activities are as follows:

February 5, 2025 - Re-orientation of the Division Selection Committee Members and Secretariat, OCSAT, 9:00 AM-4:00 PM

February 11, 2025 -Orientation of Elementary Teacher Applicants, 3rd Floor, Division Training Hall, 8:30A.M.

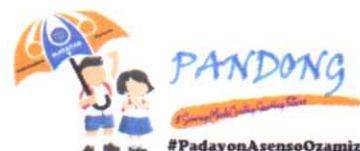
-Orientation of Junior and Senior High School Applicants, 3rd Floor, Division Training Hall, 1:30P.M.

February 17,2025 - Submission of letter of intent (indicate contact number and email address) and pertinent documents to the Office of the School Head where the applicants wish to apply, preferably, a school near their residence.

February 19,2025 -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.**



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March 3-7, 2025 - 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

March 10-21, 2025 - Consolidation of Comparative Assessment Results

March 28, 2025 - Posting of Comparative Assessment Results

Applicants are given until **April 8, 2025** 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

April 14, 2025 - 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 : Anacleta A. Gacasan, Chief ES, CID
Dorothy Joy B. Yting, AO V-Admin Services
Adda Liza J. Saquin, AO IV-HRMO
Eulalio S. Rupinta, EPS, COPSTEA President
Eugenio C. Bucog SP II, PESPA President (Elem)
Lilibeth Y. Abamonga, SPII, DAPSSHI President (Sec)

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 : Milagros Z. Mendoza, PSDS
Members : Cherry Jane O. Cena, MT II
Clarinda Fe L. Simblante, Principal II
Bemafe N. Agapay, Principal I



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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. Araniego 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, HT III
 Felsa S. Jagonia, MT I

TLE

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

AP/MAPEH

Chairman : Imelda D. Pongase, EPS
Members : Lorena P. Rivera, PSDS
 Rey B. Hibaya, HT IV

Senior High School Sub-Committee:

Overseer : Anacleta A. Gacasan, Chief ES, CID



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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 : Julita H. Bitay, HT V
Ronald A. Cathedral, 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. Genie Vah C. Lagoc, AO II

Junior : 1. Abegail M. Yoldan, AO II
2. Brenda O. Acierto, AO II
3. Teresita L. Pagador, AO II

Senior : 1. April Rose R. Ylanan, AO II
2. Maria Elena L. Guangco, AO II
3. Gee B. Sonogan, AO II



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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, Office of the Schools Division Superintendent

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

DIVISION OFFICETEACHER-APPLICANT RECRUITMENT SELECTION

AJS/DM – 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 2025-2026 /January 28, 2025



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