



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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February 5, 2024

**Division Memorandum**

No. **037**, s. 2024

CALL FOR APPLICATION FOR KINDERGARTEN, ELEMENTARY,  
JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL  
TEACHER I APPLICANTS FOR SY 2024-2025

To: District Supervisors/Principals-In-Charge  
Principals/School Heads/Teachers-In-Charge  
Public Elementary & Secondary Schools  
All Interested Applicants  
This Division

1. This is to announce that this Division is now accepting application for qualified Kindergarten, Elementary, Junior High School (JHS) Teacher I and Senior High School (SHS) Teacher II applicants for SY 2024-2025. The hiring guidelines set forth in DepEd Order No. 19, s. 2022 and DepEd Order No. 7, s. 2023 and DepEd Order No. 3, s. 2016 shall be followed in the recruitment, selection and appointment processes.
2. In line with the principle of Equal Employment Opportunity Principle (EEO), this Division encourages all interested and qualified applicants regardless of age, sex, gender identity, sexual orientation, ethnicity, political affiliation, religion, economic and social status and physical disability to apply.
3. Salient provisions of the aforementioned DepEd Orders should be observed as follows:
  - a. The comparative assessment shall be based on the following criteria:
    - i. Education units and/or degree relevant to the position to be filled that exceeds the minimum requirements as defined in the CSC-approved qualification standards will be given points;
    - ii. Training hours in curriculum and instruction and/or other specialized training for skills development in fields related to the work, duties and responsibilities for Teacher I that exceeds the minimum requirements as defined in the CSC-approved qualification standards, acquired in the last five (5) years, will be given points. For SHS, training may be those relevant to the learning area, specialization or strand;
    - iii. Experience in Teaching exceeding the minimum requirements as defined in the CSC-approved qualification standards will be given points. For SHS, relevant industry and/or work experience may be considered;



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- iv. Professional Board Examination for Teachers (PBET), Licensure Examination for Teachers (LET), or Licensure Examination for Professional Teachers (LEPT) Rating;
- v. Philippines Professional Standards for Teachers (PPST) Classroom Observable Indicators (COI) measured through Classroom Observation/Demonstration Teaching; and
- vi. PPST Non-Classroom Observable Indicators (NCOI) measured through the Teacher Reflection Form (TRF).
- vii. The cut off score for the inclusion in the Comparative Assessment Result of the Registry of Qualified Applicants (CAR-RQA) is fifty (50) points for Elementary and Junior High School while seventy (70) points in Senior High School.
- viii. The CAR-RQA intended for a specific school year shall be valid only up for the duration of the school year for which it was prepared. It shall be utilized in filling up of positions that are created or vacated within the school year.

4. Previous applicants who were included CAR-RQA SY 2023-2024 but not yet appointed and wish to re-apply for CAR-RQA SY 2024-2025 must submit updated pertinent documents. If they opt to retain their scores on Teacher Reflection (TRF) and Demonstration Teaching or undergo the regular selection process, they must indicate the same in the letter of intent. For those who will submit updated documents, only documents earned in February 2023 onwards will be considered and credited.

5. Secondary teachers who are applying for Junior High School positions may also apply for Senior High School positions if they meet the qualifications for the desired position. In this case, applicants must prepare a separate folder and indicate the subject group for which they are applying. National Certificate (NC II) and Trainers' Methodology Certificate (TMC) issued by TESDA is a must to qualify for any TVL SHS teaching item

6. Applicants are advised to submit the documents listed in Annex A "List of Requirements" in one folder to the School he/she wishes to apply. Applicants are advised to use ear tabs and arrange all documents in the order mentioned in Annex A. Color coding in the submission of requirements shall be observed as follows:

Municipality	Folder color	Ear tab color
Alabel	Green	Elem – white JHS – blue SHS - red
Glan	Red	
Malapatan	Blue	
Malungon	Brown	
Maasim	Violet	
Kiamba	Orange	
Maitum	Cream	



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7. Applicants are required to register in this link [bit.ly/SaranganiTeachersApplicantsReg](http://bit.ly/SaranganiTeachersApplicantsReg). No registration, no acceptance of application documents.
8. Deadline of submission of hard copies of application folder is on **February 29, 2024**. Applicants who failed to submit within the deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.
9. 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 by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
10. Please see attached enclosure of the list of requirements, qualification standards, target timeline of recruitment schedule and templates for reference and guidance.
11. Widest dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

HIRING  
RECRUITMENT

RPS/OSDS-PU/DM – call for application for kindergarten, elementary, junior high school  
and senior high school teacher i applicants for sy 2024-2025  
0189/February 7, 2024



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Annex A

**I. List of Requirements**

1. A letter of intent to apply addressed to the Schools Division Superintendent:

RUTH D. ESTACIO, PhD, CESO VI  
Schools Division Superintendent  
Alabel, Sarangani Province

For SHS, the intent letter must specify the track and strand the applicant wishes to apply.

2. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) in two (2) copies with latest passport size ID picture with Work Experience Sheet;
3. Photocopy of PRC Professional Identification card or PRC Certification showing the teacher's name, LET rating and other information recorded in the PRC Office;
4. Photocopy of LET/PBET rating;
5. Photocopy of Transcript of Records (CAV from CHED), including completion of post-graduate units/degrees, if available;
6. Photocopy of Certificate of General Weighted Average, if the same is not indicated in the Transcript of Records (for SHS applicants only);
7. Photocopy of Certificate of Training, if applicable (Trainings must be taken within the last five years);
8. Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, whichever is/are applicable;
9. Photocopy of latest appointment, if applicable;
10. Photocopy of the Performance ratings in the last rating period(2) covering One (1) year performance prior to the assessment, if applicable;
11. Certified copy of Voter's ID and/or any proof of residency deemed acceptable by Schools Screening Committee;
12. NBI Clearance, if any;
13. Other documents that contain applicant's information and qualification including but not limited to the following, if applicable
  - a. For applicants who by ethnicity belong to an Indigenous People (IP)/Indigenous Cultural Community (ICC), please attached Certificate or any form of attestation from the IP elders/leaders recognized by the community attesting that the applicant is a member of the IP Community;
  - b. For Special Education applicants, scholastic records showing special education units earned and certification from school head of actual teaching learners with special needs, if any
  - c. For Alternative Learning System (ALS) applicants, certification from school head as ALS facilitator



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- d. For ALIVE applicants, QELIS rating and/or Contract of Service as ALIVE Teacher
  - e. Beneficiary of national programs and partnerships such as “Sa Pinas, Ikaw ang Ma’am/Sir (SPIMS) Employment Program, Pantawid Pamilyang Pilipino Program (4Ps), 1000 Teachers Program of the Philippine Business for Education (PBEd); and
14. Checklist of Requirements (See enclosed required format)



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Annex B

II. Qualification Standards

A. Kindergarten to Grade 10 (Elem and Junior High) Applicants

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher I [SG 11]	BEED/BSED or Bachelor's degree plus 18 professional units in Ed.	None required	None required	RA 1080 (Teacher)

B. Senior High School

TRACK	POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
FOR ACADEMIC AND CORE SUBJECTS	Teacher II (Senior High School) [SG 12]	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required.	None required.	<ul style="list-style-type: none"> <li>Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</li> <li>Regular applicants for a contractual position: None</li> </ul>
FOR THE ARTS & DESIGN TRACK	Teacher II (Senior High School) [SG 12]	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the Track	
FOR THE SPORTS TRACK	Teacher II (Senior High School)	Bachelor's degree majoring in fields under	1 year relevant teaching/ind	4 hours of training relevant to	



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone Nos.:** (083) 508-2039  
**Website:** [depedsarangani.org](http://depedsarangani.org)  
**Email Address:** [sarangani@deped.gov.ph](mailto:sarangani@deped.gov.ph)



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	School) [SG 12]	the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	ustry work experience	the courses in the Strand	required  • Practitioners (part time only): None required
FOR THE TECHNICAL-VOCATIONAL LIVESKILLS TRACK	Teacher II (Senior High School) [SG 12]	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I *Appropriate to the specialization	



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Annex C

**III. Target Timeline of Recruitment and Screening Schedule**

Schedule	Activities	Person Responsible
February 7 – March 1, 2024	Submission of Application documents to the schools. Administrative Officer II (AO II) receives applications and verifies all documents as to completeness, authenticity and accuracy.	School AO
February 19, 2024	Orientation of all Teacher I Applicants at Alabel National High School	HRMPSB
February 19, 2024	Submission of Division Sub-selection Committee (DSSC) members to the Division Office  Chairperson-PSDS/PIC Members: 1 MT (Elem) 1 MT (JHS/SHS) 1 SP/HT (Elem) 1 SP/HT (JHS/SHS) Secretariats: 7 AO II; 1 lead secretariat  8 Demo-Teaching Observers (MT/SP/HT) 8 Teacher Reflection Checkers (SP/HT)	Division Sub-selection Committee (DSSC)
March 4-5, 2024	School AO II shall finalize the T1 application documents for submission to the DSSC	School AO
March 6, 2024	DSSC Secretariats received T1 application documents from School AO II	DSSC
March 7, 2024	Face-to Face Orientation of DSSC Chairperson and Co-chair at the Division Conference Room	HRMPSB
March 8, 2024	Conducts Orientation on Demo Teaching Observers and TRF Checkers by District	DSSC
March 11-15, 2024	DSSC conducts initial evaluation as to the qualification of the applicants with the supervision of division HRMPSB.	DSSC
March 18, 2024	Submission of Initial Evaluation Results (IER) by DSSC to Division HRMPSB	DSSC
March 25, 2024	Releasing of IER with announcement of	Division HRMPSB





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	schedule of Interview, Demonstration Teaching and Teacher Written Examination	
April 1-5, 2024	Synchronous Conduct of Interview, Demonstration Teaching and Teacher Reflection Written Examination per District.	HRMPSB, DSSC
April 8-12, 2024	Preparation of initial Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA) which includes <ol style="list-style-type: none"> <li>a. Evaluation and assigning of points of the ETE and LET rating based on criteria;</li> <li>b. Consolidation of Demonstration Teaching results</li> <li>c. Checking of Teacher Reflection (TR) Written Examination</li> </ol>	HRMPSB, DSSC
April 15-16, 2024	Finalization of CAR RQA per District	DSSC
April 17-18, 2024	Consolidation of draft CAR RQA per Municipality	DSSC
April 22, 2024	Conduct of Open Ranking System per municipality	DSSC
April 29, 2024	Submission of draft CAR-RQA per municipality to Division HRMPSB	DSSC
May 1-3, 2024	Deliberation and Finalization of CAR-RQA by Division HRMPSB	HRMPSB
May 6, 2024	Division HRMPSB submits the CAR-RQA to the Schools Division Superintendent for approval	HRMPSB
TBA	Posting of RQA	HRMPSB