

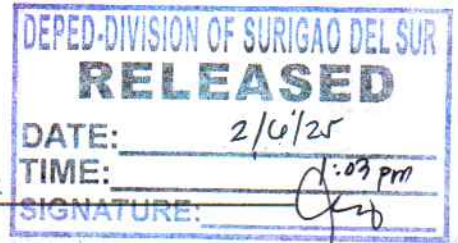


Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent



February 5, 2025

Division MEMORANDUM
No. 53, s. 2025

**HIRING OF NEW TEACHERS FROM ELEMENTARY TO SENIOR HIGH
SCHOOL FOR SCHOOL YEAR 2025-2026**

To: **Assistant Schools Division Superintendent**
Human Resource Management Officer (HRMO)
HRMPSB Members
Public Schools District Supervisors/District In-charge
OSDS, SGOD and CID Officials
All Division Employees
All Interested Applicants

1. This Division announces that its hiring to Teacher I positions for Elementary, Junior High School and Senior High School for SY 2025-2026 shall officially start on 12 AM of February 12, 2025.
2. **Hiring guidelines shall be based on DepEd Order No. 007, s. 2023** or Recruitment Selection and Appointment (RSA) in the Department of Education, Order No. 19, s. 2022 or DepEd Merit Selection Plan (MSP), and Civil Service Commission (CSC) 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-ORHA) Revised 2018.
3. Points system shall be supported by Means of Verification (MOVs). **For proper guidance, applicants are advised to read thoroughly and carefully DO 7, s. 2023 or DepEd RSA on "Hiring of Teacher I".**
4. **In consonance with RA 8792 or the "Electronic Commerce Act of 2000",** online application documents are allowed, **subject to the submission of the hard copies upon request for purposes of further verification.**
5. The appointment of new teachers based on the Registry of Qualified Applicants and deployment of new teachers shall be subject to above mentioned guidelines. Deployment and places of assignment of qualified applicants shall be subject to existing vacancies (Natural Vacancies and Newly Created Items) and guidelines.
6. District Screening Committee must prepare and post streamers/paper tarp in front of the Schools/District Office and shall specify the schedule of



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School/District Office and shall specify the schedule of hiring activities for Teacher I as indicated in Page 5 of this Memorandum, for widest dissemination.

7. DSC and all interested applicants are advised to follow the process and the timeline as indicated in the table, Page 5 of this Memorandum.

8. Scores of applicants who were included in the Registry of Qualified Applicants (RQA) 2024-2025 and are not yet hired are automatically carried-over to the new RQA.

Applicants included in the RQA 2024-2025 must:

- a. Submit a Letter of Intent through OAS only if there are additional or updating documents;
- b. Submit original copy of Omnibus Sworn Statement on the Certification, Authenticity, and Verification of documents submitted to the District Screening Committee through the Secretariat; and
- c. Confirm their scores in the District and affix their signature in the Initial Evaluation Sheet (IES). The IES will be given by the DSC-Secretariat.

New applicants must:

- a. Submit documents required as stated above of this Memorandum through the OAS; and
- b. Submit original copy of Omnibus Sworn Statement on the Certification, Authenticity, and Verification of documents submitted to the District Screening Committee through the Secretariat.

9. District Screening Committee (DSC) though the Secretariat will consolidate the scores of the new and old applicants, subject to existing guidelines and submit to the Division Office through the HRMO strictly on the scheduled date of submission.

The District Screening Committee (DSC) shall submit in hard copy the following:

- c. Individual Initial Evaluation Sheet (IES) duly signed by the Applicant and **initially** signed by the Chairperson of DSC below the HRMPSB Chairperson;



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- d. Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of documents submitted by applicants online, **initially** signed by the District Supervisor/DIC below the HRMO's attestation;
- e. Consolidated ranking by scores in Elementary, by subject then by scores in Junior High Schools, and by subject then by scores in Senior High School duly signed by the Secretariat, Chairperson, and members of the District Screening Committee; and
- f. Minutes of the deliberation of the District Screening Committee duly signed by the Secretariat, Chairperson, and Members of the DSC.

2. **All new interested applicants shall first register online thru the official link oas.depedsurigaodelsur.com starting 12 AM of February 12, 2025.**

3. **Only new applicants who are registered online should submit pertinent documents thru the OAS. Each applicant will provide the link of his or her scanned documents, the link may be encoded in the OAS account of each applicant. There will be a portion in OAS account in which the link should be indicated.**

4. As provided in Sec. 26 (b) Paragraph 2 of RA 9293 entitled "An Act Amending Certain Sections of Republic Act Numbered Seventy-eight Hundred and Thirty-six (RA 7836), Otherwise Known as the Philippine Teachers Professionalization Act of 1994," teachers who have not practiced their profession for the past five (5) years shall be required to take at least twelve (12) units in education courses, consisting of at least six (6) units of content courses.

5. Anent to this, the following necessary documents shall be required to prove experience and units earned to be uploaded through Online Application System with your link of uploaded documents, (schedule indicated in the table, page 5 of this Memorandum):

- a. **Letter of Intent specifying position applied for, addressed to the Schools Division Superintendent, thru the Division HRMO.**
- b. **Duly accomplished Personal Data Sheet (CSC Form 212 - revised 2017) with Work Experience Sheet, if applicable;**
- c. **Photocopy of valid and updated ID/PRC ID, if applicable.**
- d. **Photocopy of Certificate of Eligibility/Rating, if applicable.**



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- 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 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), notarized by authorized official; and
 - k. Documents required by the HRMPSB:
 - i. 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; and
 - ii. Photocopy of the performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.
6. Applicants with incomplete mandatory documents for Items 2.1 to 2.j shall not be included in the pool of official applicants. Non-submission of item **k.i** and **k.ii** shall not warrant exclusion from pool of applicants.
7. **The 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), notarized by authorized official shall be submitted online and in hard copy to the District Office.**
8. **As provided in DO No. 007, s. 2023, no additional documents, may it be mandatory documents or documents as Means of Verification**



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9. **The questions for Teaching Reflection will be released on the day before the start of the conduct of activity for Teachers Reflection.**

10. The schedule of activities are shown in the table below:

Activity	Date	Remark(s)
Call for Application Online Registration of New Applicants and Updating of Points of Old Applicants Submission of Omnibus Sworn Statement and Letter of Intent to District Screening Committee.	February 12 to 21, 2025	Link for online registration/updates: <u>oas.depedsurigaode1sur.com</u>
Division Orientation with Applicants	February 27 to 28, 2025	Venue and Time will be announced ahead at widest dissemination.
Teachers Reflection	March 3, 2025	To be conducted in the District by District Screening Committee
Classroom Observation and Demonstration Teaching	March 4 to 17, 2025	To be conducted in the District by District Screening Committee
Preparation of District Screening Committee for submission of necessary documents to Division Office thru HRMO.	March 18 to April 4, 2025	District Screening Committee
Verification of submitted documents.	April 7 to 10, 2025	HRMO
Deliberation of HRMPSB	April 11 and 14, 2025	HRMPSB/HRMO
Submission/Posting of CAR-RQA in at least 3 conspicuous areas/places.	April 15 to 18, 2025	HRMO

11. Under DO No. 7, s. 2023, the HRMO shall post the CAR RQA in at least 3 conspicuous physical places in DepEd Office and School concerned using the application codes of the applicants to protect the applicants' personal information in accordance with the Data Privacy Act. All applicants shall likewise be notified of the comparative ranking results through official communication channels but not limited to electronic mail.



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11. Under DO No. 7, s. 2023, the HRMO shall post the CAR RQA in at least 3 conspicuous physical places in DepEd Office and School concerned using the application codes of the applicants to protect the applicants' personal information in accordance with the Data Privacy Act. All applicants shall likewise be notified of the comparative ranking results through official communication channels but not limited to electronic mail.
12. All registered applicants may reach out its concerns on points and other hiring issues to the Division HRMPSB through the HRMO within 5 days from posting of the RQA. For further information on issues and concerns with regard to the results of the RQA, kindly refer to DO No. 7, s. 2023 or the DepEd RSA.
13. ***This Division is committed to the non-discrimination principle or Equal Employment Opportunity (EOP) that allows any applicant within or outside DepEd Surigao del Sur Division to apply for a position, irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs.***
14. Further queries on this announcement may be placed through call or message at DepEd SurSur Hrmo Hrmpsrb official Facebook Page of Division HRMO/HRMPSB, Monday to Friday at 8 AM to 5 PM only. No submission beyond these dates/time.
15. For widest dissemination and strict compliance.

LORENZO O. MACASOCOL, PHD, CESO V
Schools Division Superintendent

References: DepEd MSP DO No. 19, s. 2022, DO 7, s. 2023 or RSA and CSC ORA-OHRA
To be indicated in the Perpetual Index
under the following subjects:

DEPED SURSUR RQA – NEW TEACHERS 2025-2026

JCG//CALLFORAPP/HRPERSONNELACTIONS
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