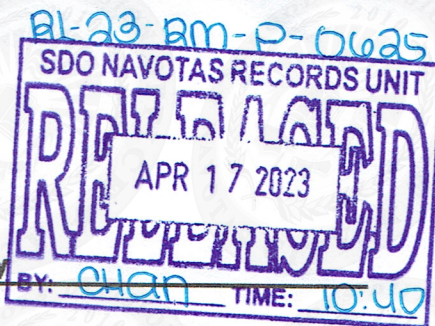




Republic of the Philippines  
Department of Education  
National Capital Region  
Schools Division Office of Navotas City



17 April 2023

MEMORANDUM

**To :** OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**SCREENING/ EVALUATION OF TEACHER I FOR SY 2023-2024  
(Kindergarten, Elementary, Junior High School & Senior High School)**

1. The Division, through the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation of Teacher I for SY 2023-2024 (Kindergarten, Elementary, Junior High School & Senior High School).
2. The Schools Division Office of Navotas City welcomes all qualified people, whether internal or external to the Department of Education (DepEd), to apply for this position regardless of their age, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation. The Division upholds the value of equality and diversity in all elements of its recruitment systems and adopts the **Equal Employment Opportunity Principle (EEOP)**.
3. All interested in this position must be able to meet the Qualification Standards (QS) (see **Annex A: Qualification Standards**) before they can be shortlisted and proceed with the application process. Applicants who will not meet the minimum QS of the position and failed to submit the list of documentary requirements (see **Annex B: List of Documentary Requirements**) on the set deadline shall not be included in the pool of applicants.
4. All interested applicants shall submit the following documentary requirements (see **Annex B: List of Documentary Requirements**) with tags/markers/cover page through the Records Office on or before **May 10, 2023, Wednesday, 5:00 pm only** and all hard copies of the documents must also be submitted in clearly scanned copies in PDF format. These should be sent via email to [sdonavotas.personnel@deped.gov.ph](mailto:sdonavotas.personnel@deped.gov.ph) on or before the deadline, for evaluation purposes. In the event that there is discrepancy between hard copy & scanned copy, the hard copy will prevail over the scanned copy. Also, all hard & soft copies shall be arranged according to the criteria mentioned in DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection and Appointment in the Department of Education) which shall be used as reference in the screening and evaluation process. The criteria for computation of points of the applicants is also attached therein (see **Annex D: List of References**).



📍 Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen,  
Navotas City  
☎️ (02) 83555032, (02) 83327985  
✉️ [navotas.city@deped.gov.ph](mailto:navotas.city@deped.gov.ph) 🌐 <https://depednavotas.ph>



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5. The schedule of activities relative to the screening /evaluation for Teacher I position and filling out of Microsoft form at <https://tinyurl.com/TeacherISY2023-2024> (see **Annex E: Timeline of Activities**), and additional reminders and announcements (see **Annex F**).
6. For queries, please contact Ms. Genesis Ann B. Gonzales, Administrative Officer IV – HRMO II at **(8)355-50-32** or through email at [genesisann.gonzales@deped.gov.ph](mailto:genesisann.gonzales@deped.gov.ph)
7. Immediate and wide dissemination of this Memorandum is directed.

**MELITON P. ZURBANO**  
Schools Division Superintendent

OSDS/Personnel/gabg

## Annex A

### The Qualification Standards (QS) for Teacher I

<b>Position</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
<b>Teacher I (ELEMENTARY &amp; KINDERGARTEN)</b>	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education.	None required	None required	RA 1080 (Teacher)
<b>Teacher I (JUNIOR HIGH SCHOOL)</b>	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (Teacher)
<b>Teacher I (SENIOR HIGH SCHOOL)</b>	<p><b>ACADEMIC TRACK:</b> Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject;</p> <p><b>TVL Track:</b> Bachelor's degree or completion of technical-vocational course(s) in the area of specialization</p>	<p><b>ACADEMIC TRACK:</b> None required;</p> <p><b>TVL Track:</b> At least NC *II *Appropriate to the specialization</p>	<p><b>ACADEMIC TRACK :</b> None required;</p> <p><b>TVL Track:</b> None required;</p>	Applicants for a permanent appointment : RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

## Annex B

### List of Documentary Requirements:

<b>a</b>	Letter of Intent	addressed to the Schools Division Superintendent (Note: State the specific position being applied for)
<b>b</b>	Duly accomplished Personal Data Sheet (Updated) and Work Experience Sheet, if applicable	CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
<b>c</b>	Photocopy of scholastic/academic record	such as but not limited to <b>Transcript of Records (TOR)</b> and Diploma, including completion of graduate and post-graduate units/degrees, if available (must be relevant to the position you are applying for)
<b>d</b>	Photocopy of Certificate/s of Training	Trainings/Seminars Attended within last 5 years (Relevant to the position you are applying for)
<b>e</b>	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable	COE, COS or Service Record with exact date of duration of employment, and must be relevant to the position you are applying for.
<b>f</b>	Photocopy of valid and updated PRC License/ID/ Board of Rating	Board of Rating/ License/ ID
<b>g</b>	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable	Latest Performance Rating duly signed by immediate supervisor
<b>h</b>	Checklist of Requirements and Omnibus Certification/Waiver (Annex C)	see <b>Annex C</b>
<b>i</b>	Waiver pursuant to the Background Investigation	see <b>Annex H</b>

## ANNEX C

### CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Where did you see our Job Vacancies? \_\_\_\_\_  
*(For ex. through FB Page, Website, School Page, Word of Mouth, Referrals, etc.)*  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirements		Status of Submission	Verification (To be filled-out by the HR Office/Subcommittee)	
		(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
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 Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
k.	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			
l.	Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
m.	Authorization for background check (Annex G)			

### OMNIBUS SWORN STATEMENT

#### CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are 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.

Attested:

\_\_\_\_\_  
Name and Signature of Applicant

\_\_\_\_\_  
Human Resource (HR) Office / Subcommittee

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.

## ANNEX D

### List of reference:

As per DepEd Order No. 007 S. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education)

	<b>CRITERIA</b>	<b>Maximum Points Possible</b>	<b>Description</b>
A	<b>Education</b>	10	Units and/or degree relevant to the position to be filled (Kindergarten, Elem, JHS, and SHS), exceeding the QS
B	<b>Training</b>	10	Hours in Curriculum and Instruction, exceeding the QS, acquired in the last five (5) years. For SHS, must be relevant to learning area/specialization/strand
C	<b>Experience</b>	10	Months/years of Teaching, exceeding the QS. For SHS, relevant industry/work experience may be considered
D	<b>PBET/LET/LEPT Rating</b>	10	Rating obtained as reflected in the Certificate/Board of Rating
E	<b>PPST COIs (Classroom Observation/ Demonstration Teaching)</b>	35	Measured through Classroom Observation / Demonstration Teaching
F	<b>PPST NCOIs (Teacher Reflection)</b>	25	Measured through the Teacher Reflection Form (TRF)
	<b>TOTAL</b>	<b>100</b>	

- The points for Education, Training and Experience (ETE), corresponding to the applicant's qualifications exceeding the QS, shall be computed using the Increments Table and the Rubrics for Computation of Points (DepEd Order 007 s. 2023). Meeting the minimum QS requirements for ETE shall be given zero points.
- The points for the PBET/LET/LEPT rating shall be computed using this formula:  
Points = (Rating/100) \* 10
- The points for PPST Classroom Observable Indicators (COIs) shall be assessed through the conduct of the classroom observation/demonstration teaching using the Classroom Observation Tool provided in DepEd Order 007 s. 2023.
- The points for PPST Non-Classroom Observable Indicators (NCOIs) shall be assessed through the teacher applicant's narrative and reflection using the Teacher Reflection Form (TRF).

**ANNEX E**

**Timeline of Activities:**

<b>Date</b>	<b>Activities</b>	<b>Person or Committee In-Charge</b>
April 17, 2023, to May 2, 2023	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: <a href="https://depednavotas.ph/">https://depednavotas.ph/</a> <a href="https://www.facebook.com/Navotas.Division">https://www.facebook.com/Navotas.Division</a> <a href="https://www.facebook.com/depednavotashumanresource/">https://www.facebook.com/depednavotashumanresource/</a> <a href="https://www.facebook.com/navotenoako">https://www.facebook.com/navotenoako</a>	HRMO II, HRMPSB Secretariats & ITO
April 17, 2023, to May 2, 2023	Filling out of Microsoft form at <a href="https://tinyurl.com/TeacherISY2023-2024">https://tinyurl.com/TeacherISY2023-2024</a> for the virtual orientation for interested applicants	HRMPSB Secretariats, Interested applicants
May 3, 2023	Virtual orientation of interested applicants via Zoom application. (Note: Link to be given to the interested applicants via text message or email indicated in the PDS & microsoft form)	Interested applicants, HRMO II and HRMPSB Secretariats
May 10, 2023	Deadline for the submission of pertinent papers to the <b>Records Section of the Schools Division</b> Office of Navotas City and to email address <a href="mailto:sdonavotas.personnel@deped.gov.ph">sdonavotas.personnel@deped.gov.ph</a>  Our office hours is from 8:00 AM to 5:00 PM Please note that late submission of requirements will not be accepted	Interested applicants,  HRMPSB Secretariats,  Records Officer
May 15 to 26, 2023	Evaluation of Pertinent Papers of Teacher-Applicants by the HRMPSB Sub-Committee	HRMPSB Sub-Committee & HRMPSB Secretariats
May 29, 2023, to June 7, 2023	Face to Face Classroom Observation/ Demonstration Teaching and Teacher Reflection	HRMPSB Sub-Committee & HRMPSB Secretariats
June 8 – 19, 2023	Finalization of the Comparative Assessment Result (CAR) and Comparative Assessment Result of the Registry of Qualified Applicants (CAR-RQA)	HRMPSB Sub-Committee & HRMPSB Secretariats
June 20, 2023	Submission of CAR-RQA to the Appointing Authority for Approval	Appointing Authority & HRMPSB Secretariats
June 22, 2023	Posting of CAR-RQA for SY 2023-2024	HRMO II, HRMPSB Secretariats & ITO
June 26 to July 7, 2023	Issuance of Individual Rating to Teacher I Applicants	HRMPSB Secretariats

## ANNEX F

### Additional Reminders:

1. In adherence to the existing national and local health and safety protocols in line with the COVID-19 pandemic, some of the activities listed in **Annex E** may be conducted virtually via zoom application.
2. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Certification of Authenticity and Veracity of Documents. Any false and fraudulent document submitted shall be grounds for disqualification (see **Annex C**).
3. Applicants who will not be able to participate during the scheduled Classroom Observation/ Demonstration Teaching and Teacher Reflection shall not be given scores for the PPST COIs and PPST NCOIs.
4. The documents shall be arranged based on the checklist provided (**Annex B**)
5. HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary, such as written examinations, and skills tests. Additionally, Background Investigation (BI) may be conducted by the HRMO (see **Annex G**).
6. The Cover Page of each folder shall follow the format in **Annex H**.



**ANNEX G**

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

**AUTHORIZATION FOR BACKGROUND CHECK**

I, \_\_\_\_\_, hereby authorize the **Schools Division Office of Navotas City (SDO-Navotas)** to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the information gathered by SDO-Navotas during the background investigation will only be used to for this application process and shall be protected and kept confidential as required under the Data Privacy Act of 2012 (Republic Act. No. 10173). I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

\_\_\_\_\_  
Name & Signature of Employee

\_\_\_\_\_  
Date

## ANNEX H

**For the cover page of every folder the following format shall be observed:**

<b>FOR JUNIOR AND SENIOR HIGH SCHOOL</b>
Name: (Last Name, First Name, Ext. Name, Middle Initial) Address: Level: Group/Major/Subject:
<b>FOR ELEMENTARY</b>
Name: (Last Name, First Name, Ext. Name, Middle Initial) Address: Level: Major/Specialization: (Elementary/Kindergarten)

### **Sample Template:**

<p><b>TEACHER I APPLICANT</b></p> <p><b>PERTINENT PAPERS OF</b></p> <p>Name: <b>DELA CRUZ, JUAN JR. A.</b> Level: <b>Junior High School</b> Group/Major/Subject: <b>Mathematics</b> Address: <b>Sipac-Almacen, Navotas City</b></p>
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