

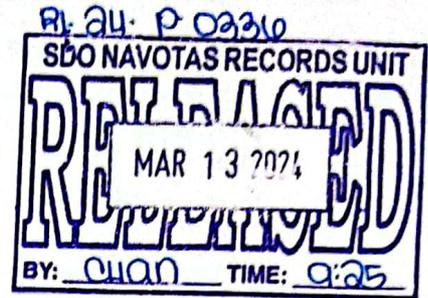


100

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

11 March 2024

Honorable JOHN REYNALD M. TIANGCO
City Mayor
Navotas City



Thru: **Public Information Office**
Information and Communications Technology Office

S I R:

Greetings of Solidarity!

This is to respectfully furnish your office a copy of our Division Memorandum dated March 11, 2024 concerning the Hiring of Teacher I SY 2024-2025. May we request that this be posted and disseminated to the City's official Facebook and website page.

For other details, you may contact Ms. Genesis Ann B. Gonzales, Administrative Officer IV (HRMO II), at genesisann.gonzales@deped.gov.ph or at (8)355-5032.

Thank you and more power!

Very truly yours,

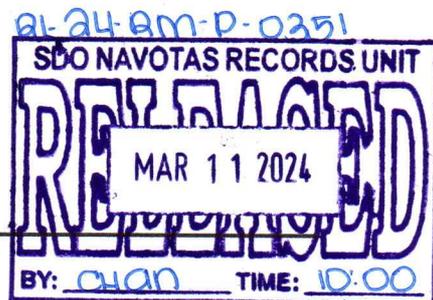
MELITON F. ZURBANO
Schools Division Superintendent



Bagumbayan Elementary School Compound, M. N. Sisco-Almacen, Navotas City
BUDGET/ACCTG. - 87065295 / CID - 83550514
HR - 83556032 / ADMIN - 83327764 / SGOD - 8351
navotas.city@deped.gov.ph https://depednavo
https://www.facebook.com/Navotas.Division



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



11 March 2024

MEMORANDUM

To : Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

**RECRUITMENT AND SELECTION OF TEACHER I FOR SY 2024-2025
(Kindergarten, Elementary, Junior High School & Senior High School)**

1. The Division, through the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct Recruitment and Selection of Teacher I for SY 2024-2025 (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 (EEOB)**.
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 hard copy of requirements on the set deadline shall not be included in the final list of applicants. (see **Annex B.1 for list of requirements**)
4. All interested applicants shall submit the following documentary requirements with tags/markers/cover page through the Records Office on or before **April 12, 2024, Friday, until 5:00 pm only** and all hard copies of the documents must also be submitted in clearly **scanned copies in 1 file using PDF format**. These should be sent via email to sdonavotas.personnel@deped.gov.ph on or before the deadline, for evaluation purposes.
5. All hard & soft copies shall be arranged according to the requirements mentioned in **Annex B.1**. If there is discrepancy between hard copy & scanned copy, the hard copy will prevail over the scanned copy.

6. It is reminded that no additional documents/requirements will be accepted after the deadline of submission. The assessment and evaluation shall be based on the available documents submitted by the applicant, unless therefore the HRMPSB will request the applicant to submit additional documents for verification purposes only.
7. 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.
8. As part of the recruitment and selection process, a background investigation may be conducted. It is also understood that upon submission of requirements, the applicant is authorizing the agency head/authorized representative to verify and validate the correctness of the documents submitted.
9. All interested applicants may register through this link <https://bit.ly/NavotasHiring2024-2025> or scan the QR Code below to attend the online orientation.



10. Enclosed are the following:
 - Annex A: CSC Qualification Standards (QS)
 - Annex B: Criteria for Evaluation
 - Annex B. 1: List of Requirements
 - Annex C: Checklist of Requirements
 - Annex D: Timeline of Activities
 - Annex E: Omnibus Certification of Authenticity and Veracity of Documents
 - Annex F: Authorization for background check.
 - Annex G: Cover Page
11. For queries, please contact Ms. Genesis Ann B. Gonzales, Administrative Officer IV at **(8)355-50-32** or through email at sdonavotas.personnel@deped.gov.ph
12. Immediate and wide dissemination of this Memorandum is directed.

MELITON P. ZURBANO
Schools Division Superintendent

Annex A

CSC- Approved Qualification Standards (QS)

Position	Education	Training	Experience	Eligibility
Teacher I (ELEMENTARY & KINDERGARTEN)	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education.	None required	None required	RA 1080 (Teacher)
Teacher I (JUNIOR HIGH SCHOOL)	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (Teacher)
Teacher I (SENIOR HIGH SCHOOL)	<p>ACADEMIC TRACK: 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>TVL Track: Bachelor's degree or completion of technical-vocational course(s) in the area of specialization.</p>	<p>ACADEMIC TRACK: None required;</p> <p>TVL Track: At least NC *II *Appropriate to the specialization</p>	<p>ACADEMIC TRACK : None required;</p> <p>TVL Track: 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

Nothing follows

Annex B

CRITERIA FOR EVALUATION

As per DepEd Order No. 7 s. 2023, enclosure No. 2, "Criteria and point system for hiring to Teacher I positions."

CRITERIA		%	Description
A	EDUCATION	10%	Units and/or degree relevant to the position to be filled. Note: Applicants must exceed the minimum QS to be given a point.
B	TRAINING	10%	Training 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	EXPERIENCE	10%	Experience in <u>Teaching</u> , exceeding the QS . For SHS, relevant industry/work experience may be considered.
D	PBET/LET/LEPT Rating	10%	Rating obtained as reflected in the Certificate/Board of Rating
E	PPST COIs (Classroom Observation/ Demonstration Teaching)	35%	Measured through Classroom Observation / Demonstration Teaching
F	PPST NCOIs (Teacher Reflection)	25%	Measured through the Teacher Reflection Form (TRF)
TOTAL		100%	

Note: 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.

- 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 the score of **zero**.

- The points for the **PBET/LET/LEPT** rating shall be computed using this formula:

$$\text{Points} = \frac{\text{PBET/LET/LEPT Rating}}{100} \times 10$$

- 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 B.1

List of Documentary Requirements:

A	Letter of Intent	Addressed to the Schools Division Superintendent Dr. Meliton P. Zurbano <i>(Note: State the level you are applying for)</i>
B	Duly accomplished Personal Data Sheet (Updated)	CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months. (Must indicate updated contact number and email address)
C	Photocopy of Academic Records: Transcript of Records (TOR) / Diploma	Certification of units earned signed by the registrar for those who have earned masteral/doctoral units or Certificate of Completed Academic Requirements (CAR) for those who have passed their Comprehensive Examinations and are writing their thesis/ dissertations for Masters/Doctorate Degree.
D	Photocopy of Certificates of training attended. <i>Note: must be duly signed by authorized signatory</i>	Training/Seminars relevant to teaching, attended within the last five (5) years . NC II & TM may be considered; provided that the skills acquired from the training must be relevant to the position you are applying for.
E	Updated Service Record or Certificate of Employment <i>Note: must be duly signed by authorized signatory</i>	Certificate of Employment with exact position and duration of employment. With brief description of duties and responsibilities. <i>(if applicable)</i>
F	Photocopy of PRC License and Board of Rating	Board of Rating/ License/ ID
G	Notarized Omnibus Sworn Statement	see Annex E duly subscribed & sworn to by an authorized administering officer
H	Checklist of Requirements	see Annex C
I	Waiver pursuant to the Background Investigation	see Annex F

Nothing Follows

The Cover Page of the folder shall follow the format in **Annex G**.

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 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			
d.	Photocopy of Certificate/s of Training,			
e.	Photocopy of Certificate of Employment, or duly signed Service Record, whichever is/are applicable			
f.	Photocopy of valid and updated PRC License/ID, if applicable			
g.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
h.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
i.	Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
j.	Notarized Omnibus Sworn Statement (Annex E)			
k.	Authorization for background check (Annex F)			

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

Timeline of Activities:

Date	Activities	Person or Committee In-Charge
March 11 - April 16, 2024	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: https://depednavotas.ph/ https://www.facebook.com/Navotas.Division https://www.facebook.com/depednavotashumanresource/ https://www.facebook.com/navotenoako	HRMO, HRMPSB Secretariats & ITO
March 11 -18, 2024	Filling out of Microsoft form at https://bit.ly/NavotasHiring2024-2025 for the virtual orientation for interested applicants	HRMPSB Secretariats & Interested applicants
March 20, 2024	Virtual orientation of interested applicants via Microsoft Teams (Note: Link to be given to the interested applicants via email indicated in the PDS & Microsoft form)	Interested applicants, HRMO II & HRMPSB Secretariats
April 12, 2024	Deadline for the submission of application letter and supporting documents to the Records Section of the Schools Division Office of Navotas City and to email address sdonavotas.personnel@deped.gov.ph 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 Office
April 19, 2024	Posting of Qualified Applicants	HRMO II and HRMPSB Secretariats
April 22 to May 17, 2024	Evaluation of Requirements of Teacher-Applicants by the HRMPSB Sub-Committee	HRMPSB Sub-Committee & HRMPSB Secretariats
April 22 to May 17, 2024	Conduct of Face-to-face PPST-COI/Demonstration Teaching and PPST-NCOIs/Teacher Reflection Form Writing <i>(Note: This is tentative schedule only; if there is a change, we will advise the shortlisted applicants immediately via text message or email indicated in the PDS & Microsoft form. We will issue a separate memorandum for the conduct of PPST-COI and PPST-NCOIs)</i>	HRMPSB Sub-Committee & HRMPSB Secretariats
June 7, 2024	Posting of CAR-RQA for SY 2024-2025	HRMO II, HRMPSB Secretariats & ITO
June 17 to July 12, 2024	Issuance of Individual Rating to Teacher I Applicants	HRMPSB Secretariats

ANNEX E

Omnibus Certification of Authenticity and Veracity of Documents

CERTIFICATION

I, _____, of legal age, _____, Filipino and residing at _____, under oath, hereby depose and say:

1. That each of the documents I submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;
2. That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. That I am aware that any violation will automatically disqualify me from the selection process;
4. That I am making these statements as part of the recruitment requirements of Teacher I applicant to the Department of Education, Division of Navotas City for CY 2024.

Applicant

SUBSCRIBE AND SWORN to before me this _____ day of _____, 2024, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until _____
PTR No. _____
Date _____
Place _____
Tin _____

Doc. No. _____
Page No. _____
Book no. _____
Series of _____

ANNEX F

(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 G

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

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

Sample Template:

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