



Republic of the Philippines
Department of Education

MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
RECORDS SECTION
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 Name: 000957
 Signature: [Signature]
 MAR 21 2024 Time: _____

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Elementary/Secondary Schools Principals/TICs/Head Teachers
 Heads, Administrative Units
 All Others Concerned

FROM: *[Signature]*
LYNN G. MENDOZA, EdD 4
 OIC - Schools Division Superintendent

SUBJECT: HIRING SCHEDULES FOR TEACHER I APPLICATIONS FOR SY 2024-2025

DATE: March 20, 2024

1. Consistent with DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan) and DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection and Appointment in the Department of Education), this Office announces the conduct of Division Assessment for Teacher I Applicants for SY 2024-2025.
2. The schedules of important activities relative to the assessment are hereunder presented for the smooth flow of the process.

DATE	ACTIVITY	PERSON/S INVOLVED	NEEDED DOCUMENT/S TO BE SUBMITTED / PREPARED
April 2, 2024	Division Orientation on the process of Assessment and Hiring Guidelines for the Screening Committee	Division HRMPSB Sub-Committee	DepEd Order No. 019, s. 2022 and DepEd Order No. 007, s. 2023 Memorandum for the Orientation
March 21 to April 10, 2024	Submission and Acceptance of the documents in the Division Sub-	Sub-Committee	Documentary Requirements

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Malusak, Boac, Marinduque
 Email: marinduque@deped.gov.ph
 •Tel. No.: (042) 754-0427 •Fax No.: (042) 332-1611



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DATE	ACTIVITY	PERSON/S INVOLVED	NEEDED DOCUMENT/S TO BE SUBMITTED / PREPARED
	Committee addressed to the SDS		
April 15, 2024	District Orientation on the process of Assessment and Hiring Guidelines for the Teacher I Applicants	Sub-Committee School Heads	DepEd Order No. 019, s. 2022 and DepEd Order No. 007, s. 2023
April 17, 2024	Initial Evaluation on the Qualification of Applicants (Education, Training, Experience and Eligibility)	HRMPSB Sub-Committee	Copy of the Initial Evaluation Result (IER)
April 23-26, 2024	Conduct of Comparative Assessment (CAR) to Qualified Applicants based on applicable guidelines a) PPST-COTs / Demonstration Teaching (Philippine Professional Standards for Teachers-Classroom Observable Indicators)	HRMPSB Sub-Committee Teacher Applicants	Demonstration Teaching Rating Template, COT Rubrics, Summary of Results Rubrics on Teacher Reflection Form, Summary of Results

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DATE	ACTIVITY	PERSON/S INVOLVED	NEEDED DOCUMENT/S TO BE SUBMITTED / PREPARED
	b) PPST-NCOIs/TRF (Non-Classroom Observable Indicators)		
May 3, 2024	Submission of Comparative Assessment Result by the Sub-Committee to the Division Screening Committee	Division Screening Committee for consolidation	Initial Result of Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)
May 10, 2024	Final Review, Consolidation and Finalization of Points / Rating	HRMPSB Secretariat /	Final Copy of CAR-RQA
May 17, 2024	Submission of Complete and Final Result of the CAR-RQA to the SDS	HRMPSB Secretariat /	Final Copy of the Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA)
May 21, 2024	Release of CAR, CAR-RQA	HRMPSB Secretariat / Records Section	CAR-RQA

3. There shall be no discrimination in the selection of applicants on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.

4. Documents submitted after the deadline shall not be accepted.

5. For uniformity purposes, attached are the forms to be used.

6. Wide dissemination and strict compliance to this Memorandum is desired.

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Enclosure 1

Demonstration Teaching for Teacher I Applicants

As one of the considerations in the selection of highly competent teachers, the demo teaching aims to assess the applicant's competencies along lesson planning and preparation, classroom management, teaching-learning process, language proficiency, assessment of learning outcomes and reinforcement of learning.

Applicants shall be required to have a **30-minute demonstration teaching** on a particular subject of their choice. The demonstration teaching shall be consistent with the development of learning competencies specified in the MELC (Most Essential Learning Competencies) of the subject area or specialization they intend to demonstrate. For reference, applicants may download the MELC at www.deped.gov.ph/k-to-12/MELC. The Daily Lesson Plan (DLP) format under DepEd Order No. 42, s. 2016. For TVL applicant, the demo lesson shall not only show teacher's content knowledge but also his/her skills application.

The Sub-Committee assigned is requested to prepare the schedule of the skills and demo teaching of the applicants.

The Division Selection Committee and Sub-Committee for Elementary, Junior High School and Senior High School Teaching Positions are composed of the following:

Division HRMPSB Members (Second Level Positions)

Chairperson: Dr. Mabel F. Musa – Assistant Schools Division Superintendent
Members: Mrs. Ma. Cecilia S. Manay – Chief Education Supervisor
Mrs. May Bernadeth O. Dela Rosa – Administrative Officer V
Mrs. Maridell F. Hermosa – Administrative Officer IV
Mr. Ronnel R. Real – Principal II (Representative from Second Level)

Secretariat: Ms. Sherly M. Labayna
Ms. Luzviminda M. Llana
Mrs. Hensly S. Orilla
Mr. Glen Mark J. Labaguis

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Office of the Schools Division Superintendent

Division Screening Sub-Committee

DISTRICT	SUB-COMMITTEE	
BOAC NORTH	Chairperson: Mrs. Aurea L. Mazo	
	Co-Chairperson: Dr. Ma. Shiela Saet	
	Elementary	JHS/SHS
	Mr. Romualdo Magculang Mr. Ricardo Maano Mr. Romeo Malacas	Mr. Democrito Nazareno Mr. Rogelito Lazares Mrs. Rowena Loto
BOAC SOUTH	Chairperson: Mrs. Myra R. Labay	
	Co-Chairperson: Mrs. Florie Regencia	
	Elementary	JHS/SHS
	Mrs. Mary Amor Jandusay Mrs. Maribel Orpalas Mr. Joemar Linga	Mr. Dino Nepomuceno Mrs. Aida Pelaez Mrs. Anita Opis
BUENAVISTA	Chairperson: Mrs. Maridel G. Lincallo	
	Co-Chairperson: Mrs. Jelly L. Sore	
	Elementary	JHS/SHS
	Mrs. Arlene Lumagui Mrs. Adelaida Saguid Mr. Alfin Jambalos	Mrs. Thelma Salvacion Mrs. Mae Laarni Saporna Mr. Ray Alben Manaog
GASAN	Chairperson: Dr. Elvin C Perlas	
	Co-Chairperson: Mrs. Maita Lazares	
	Elementary	JHS/SHS
	Mr. Erlan Maming Dr. Kathryn Asuncion Mr. Jhonrex Sapunto	Mrs. Marivic Zamora Mrs. Marlita Vitto Mrs. Norminda Mabao
MOGPOG	Chairperson: Dr. Josephine Marciano	
	Co-Chairperson: Mr. Rolito M. Dela Cruz	
	Elementary	JHS/SHS
	Mr. Leo Mapacpac Dr. Gina Mapacpac Mrs. Alita Marciano	Dr. Ma. Corazon Borja Mr. Jayson Luna Mr. Ramer Mansalapus
SANTA CRUZ EAST	Chairperson: Dr. Maria Lourdes Ricohermoso	
	Co-Chairperson: Mr. Dingson De Sena	
	Elementary	JHS/SHS
	Mrs. Josephine Pastorfide Mrs. Rona Mae Paradero Mr. Mateo Garcia	Mrs. Lourdes Balagwis Mrs. Lorna Alojado Mrs. Bernadette Ricafrente
SANTA CRUZ NORTH	Chairperson: Mrs. Constanca Vasco	
	Co-Chairperson: Dr. Nestor Rualo	

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DISTRICT	SUB-COMMITTEE	
	Elementary	JHS/SHS
	Mrs. Lina Rolluqui Mr. Ronnel Real Mrs. Analyn Monterozo	Mr. Lino Penaredonda Mr. Rowel Laririt Mrs. Madilyn Quirona
	Chairperson: Mr. Warlito Constantino Co-Chairperson: Dr. Mariam Rivamonte	
	Mrs. Marivic Plamio Mr. Apollo Pernia Mrs. Ma. Cecilia Par	Mrs. Maxima Marquez Mr. Miguelito Ricaplaza Mrs. Annaliza Retardo
SANTA CRUZ SOUTH	Chairperson: Dr. Jay Peña Co-Chairperson: Ms. Cristina Raza	
	Elementary	JHS/SHS
	Mr. Jaime Almonte Mr. Norman Romasanta Mrs. Edna Jalos	Dr. Cherry Ann Del Mundo Mrs. Elizabeth Paralejas Mr. Jerome Catamio

*** Color Coding of Envelopes

- Pre-Elementary - Red
- Elementary - Green
- Junior High School - Blue
- Senior High School - Orange

To assist the consolidation of Initial Evaluation Result (IER), Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) to the Schools/District:

School Heads Assigned

Administrative Officers assigned in the District/School

All Administrative Assistants assigned in the District/School

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CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Civil Partner: Yes () No ()

Basic Documentary Requirement	Status of Submission (tick if applicable)	Verification (tick if applicable)	
		Status of Submission (tick if applicable)	Remarks
a. Letter of intent addressed to the Head of Office or to the highest human resources officer			
b. Duly accomplished Personal Data Sheet (PDS) if S Form No. 212, Revised 2017 and Work Experience Sheet			
c. Photocopy of authenticated valid and unexpired IDP/Travel pass if applicable			
d. Photocopy of authenticated Certificate of Eligibility (if applicable) Status: if applicable			
e. Photocopy of authenticated school / college / university transcript as far as related to transcript of education, test and diploma including completion of graduate course syllabus (if applicable)			
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 examination, if applicable			
i. Photocopy of the Performance Ratings in the last rating period covering one (1) year performance period (if applicable)			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity of documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for competitive assessment			
Means of Verification (MOV) showing Outstanding Accomplishments Application of Education and Application of Learning and Development referred from the date of the issuance of appointment			
Photocopy of Performance Rating (if applicable) showing work experience of performance rating in form of merit relevant to the position to be filled			

Approved by _____

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF 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 management of personnel of the Department and for purposes of compliance with the laws, rules, and regulations regarding recruitment for the Civil Service Commission.

Name and Signature of Applicant _____

Submitted and sworn to before me this _____ day of _____, 20____.

 Person Administering Oath

1. This form is to be filled out by the applicant and submitted to the Human Resource Management Office (HRMO) of the Department of Education (DepEd) Office of the Division Office (DO) where the applicant is currently employed or where the applicant is currently residing. 2. This form is to be filled out by the applicant and submitted to the HRMO of the DepEd DO where the applicant is currently employed or where the applicant is currently residing. 3. This form is to be filled out by the applicant and submitted to the HRMO of the DepEd DO where the applicant is currently employed or where the applicant is currently residing.

