



Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
RECORDS SECTION
RELEASED
 Name: 01147
 Signature: 
 Date: FEB 20 2025

Office of the Schools Division Superintendent

February 06, 2025

DIVISION MEMORANDUM
 No. 033, s. 2025

DIVISION ASSESSMENT FOR TEACHER I APPLICANTS FOR SY 2025-2026

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Elementary/Secondary School Heads
 All Unit Heads
 All Others Concerned

1. Consistent with DepEd Order No. 019, s. 2022 (The Department of Education Merit Selection Plan), DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection and Appointment in the Department of Education), and DepEd Order No. 21, s. 2024 (Amendments to DepEd Order No. 007, s. 2023) this Office announces the conduct of Division Assessment for Teacher I Applicants for SY 2025-2026.
2. To ensure the smooth flow of the process, the following are the schedules of important activities related to assessment:

DATE	ACTIVITY	PERSON/S INVOLVED	NEEDED DOCUMENT/S TO BE SUBMITTED / PREPARED
February 27-28, 2025	Division Orientation on the process of Assessment and Hiring Guidelines for the Screening Committee	Division HRMPSB, Division Sub-Committee	DepEd Order No. 019, s. 2022 and DepEd Order No. 007, s. 2023 DepEd Order No. 20, s. 2024 DepEd Order No. 21, s. 2024 Memorandum for the Orientation
March 10 to 14, 2025	Submission and Acceptance of the documents in the Division Sub-Committee addressed to the SDS	Division Sub-Committee and Secretariat, Schools AO II	Documentary Requirements



DATE	ACTIVITY	PERSON/S INVOLVED	NEEDED DOCUMENT/S TO BE SUBMITTED / PREPARED
March 17 to 19, 2025	District Orientation on the process of Assessment and Hiring Guidelines for the Teacher I Applicants	Division Sub-Committee and Secretariat	DepEd Order No. 019, s. 2022 and DepEd Order No. 007, s. 2023
March 20-21, 2025	Initial Evaluation on the Qualification of Applicants (Education, Training, Experience and Eligibility)	HRMO, School AO II, Division HRMPSB Secretariat	Copy of the Initial Evaluation Result (IER)
March 24 to 28, 2025	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) b) PPST-NCOIs/TRF (Non-Classroom Observable Indicators)	Division HRMPSB, Division Sub-Committee and Secretariat Teacher Applicants	Demonstration Teaching Rating Template, COT Rubrics, Summary of Results Rubrics on Teacher Reflection Form, Summary of Results
April 10, 2025	Submission of Comparative Assessment Result by the Sub-Committee to the Division Screening Committee	Division Sub-Committee and Secretariat	Initial Result of Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA)
April 23, 2025	Final Review, Consolidation and Finalization of Points / Rating	Division HRMPSB and Division HRMPSB Secretariat	Final Copy of CAR-RQA
April 30, 2025	Submission of Complete and Final Result of the CAR-RQA to the SDS	Division HRMPSB and Division HRMPSB Secretariat	Final Copy of the Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA)

DATE	ACTIVITY	PERSON/S INVOLVED	NEEDED DOCUMENT/S TO BE SUBMITTED / PREPARED
May 6, 2025	Release of CAR, CAR-RQA	Division HRMPSB and Division HRMPSB Secretariat Records Section Appointing Authority	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. Attached are the color coding of envelopes to be submitted by the applicants and the list of personnel who will assist in the consolidation of Initial Evaluation Result.
6. Wide dissemination and strict compliance to this Memorandum is desired.



LYNN G. MENDOZA, EdD
OIC - Schools Division Superintendent

Encl:
As stated

References:
DepEd Order No. 19, s. 2022
DepEd Order No. 07, s. 2023
DepEd Order No. 21, s. 2024

To be indicated in the Division Perpetual Index under the following subjects:

APPOINTMENT ASSESSMENT EVALUATION HIRING
QUALIFICATION



Enclosure No. 1 of Division Memorandum No. 033, s. 2025

A. Color Coding of Envelopes

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

B. To assist in 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