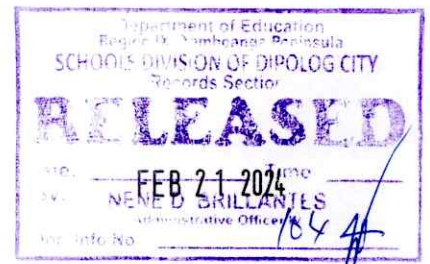




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



February 20, 2024

DIVISION MEMORANDUM

No. 184, s. 2024

RECRUITMENT, SELECTION, AND APPOINTMENT OF TEACHER POSITIONS IN THE KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL LEVELS FOR SY 2024-2025

To: **OIC-Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
School Heads/Principals (Elementary and Secondary)
All Others Concerned**
This Division

1. In view of the one-year validity of the RQA and to establish the Comparative Assessment Result- Registry of Qualified Applicants (CAR-RQA) for the School Year 2024- 2025, this Office commences the call for applications for Teacher I positions.
2. Anent this, new applicants and old applicants who were not yet accommodated in the 2023-2024 RQA shall undergo a comparative assessment using the criteria and point system pursuant to DepEd Order No.007, s. 2023 entitled “Guidelines on Recruitment, Selection, and Appointment in the Department of Education” specifically Enclosure No.2 which is the “Criteria and Recruitment, Selection Process for Hiring to Teacher I Positions.”
3. Further, in the process of comparative assessment, sub-committees for the Kindergarten, Elementary, Junior, and Senior High School levels are hereby designated to perform functions as may be defined by the HRMPSB such as screening, evaluating, and rating of applicants based on the established criteria and point system, subject to further review and validation of the HRMPSB. (Please see attached Enclosure No.1 for the reconstituted sub-committees).
4. Furthermore, the sub-committees shall only serve as an assistorial body, thus, the HRMPSB shall maintain full responsibility and





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Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

accountability for the results of the comparative assessment and therefore be responsible for queries and complaints pertaining to the comparative assessment.

5. For information and guidance for this purpose a Calendar of Activities is hereby attached as Enclosure 2 of this memorandum.
6. For queries/concerns, you may text or email **Ms. Sarah Mae C. Aranas** 0909-263-7739 / sarahmae.aranas@deped.gov.ph
7. Immediate and widest dissemination of this Memorandum is desired.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent

Encl: See Attachment
Ref: D.O 7 s. 2023



Address: Purok Farmers, Olingan, Dipolog City
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Enclosure No. 2 : Division Memorandum No. _____ s. 2024

DATE	TIME	ACTIVITY	VENUE	PARTICIPANTS	PERSONS RESPONSIBLE
February 22, 2024 - March 5, 2024	8:00AM- 5:00PM	Call for Submission of Documents for Teacher I Applicants	Social Media DepEd Dipolog Website FB Page DIMANCOM GC Preferred School: East - Estaka CS (Elem) ZNNHS-Main (JHS/SHS) West - Miputak CS (Elem) Miputak NHS(JHS/SHS) North - DPDS (Elem) DCNS (JHS/SHS) South - Punts CS (Elem) Punta NHS (JHS/SHS)		Personnel ITO School Heads
March 5, 2024	8:00AM- 5:00PM	Last Day of Submission of Documents for Teacher I Applicants	Social Media DepEd Dipolog Website FB Page DIMANCOM GC Preferred School East - Estaka CS (Elem) ZNNHS-Main (JHS/SHS) West - Miputak CS (Elem) Miputak NHS(JHS/SHS) North - DPDS (Elem) DCNS (JHS/SHS) South - Punts CS (Elem) Punta NHS (JHS/SHS)		Personnel ITO School Heads



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REGION IX – ZAMBOANGA PENINSULA
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March 7, 2024	8:00 AM – 12:00 PM 1:00 AM- 5:00 PM	Orientation of Teacher I Applicants for the Elementary Orientation of Teacher I Applicants for Junior and Senior High School	Olingan ES Covered Court	Kindergarten & Elem. Teacher I Applicants Junior & Senior High School Teacher Applicants	HRMPSB Personnel Training Management Staff
March 8, 2024	9:00 AM – 12:00 PM	Orientation on DepEd Order No. 007 s. 2023, Enclosure No. 2 “Criteria and Point System for Hiring to Teacher I Position”	Division Training Center	HRMPSB and Division Sub-Committees	HRMPSB Personnel Training Management Staff
March 11-22, 2024	8:00AM- 5:00PM	Assessment of Documents	East – Estaka CS (Elem) ZNNHS-Main (JHS/SHS) West – Miputak CS (Elem) Miputak NHS(JHS/SHS) North – DPDS (Elem) DCNS (JHS/SHS) South – Punts CS (Elem) Punta NHS (JHS/SHS)		Division Sub-Committee Secretariat
April 1-12, 2024	8:00AM- 5:00PM	Demonstration Teaching: Kindergarten & Elementary, Junior and Senior High School Teacher I Applicants	East – Estaka CS (Elem) ZNNHS-Main (JHS/SHS) West – Miputak CS (Elem) Miputak NHS(JHS/SHS) North – DPDS (Elem) DCNSH (JHS/SHS) South – Punts CS (Elem) Punta NHS (JHS/SHS)		Division Sub-Committee Secretariat



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 REGION IX - ZAMBOANGA PENINSULA
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April 15, 2024	8:00AM-12:00PM 1:00 PM-5:00 PM	Administration of the Teacher Reflection Form	East – Estaka CS West – Miputak CS North – DPDS South – Punta CS	Kindergarten & Elem. Teacher I Applicants Junior & Senior High School Teacher I Applicants	HRMPSB Sub-committees Secretariat
April 29, 2024	8:00AM-5:00PM	Finalization and Submission of Points by the Division Sub-Committee	East – Estaka CS West – Miputak CS North – DPDS South – Punta CS	Division Sub-Committee and Secretariat	HRMPSB Division Sub-Committee Secretariat
May 6, 2024	8:00AM-5:00PM	Finalization / Deliberation of Ratings	Division Office	Overall Committee Chairperson Secretariat	Division Sub-Committee Secretariat
May 20, 2024		Preparation and Posting of the Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)	Division Office Bulletin Board		HRMPSB Overall Committee Secretariat

Prepared by:

ROSALIO B. CONTURNO, JR., PhD
 OIC – Assistant Schools Division Superintendent

Approved by:

MA. LIZA R. TABILON EDD., CESO V
 Schools Division Superintendent



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