



Republic of the Philippines  
Department of Education  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

March 18, 2024

**SCHOOLS DIVISION MEMORANDUM**

No. 110, s. 2024

**CALL FOR THE SUBMISSION OF APPLICATIONS FOR TEACHING  
POSITIONS IN KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL,  
AND SENIOR HIGH SCHOOL FOR SCHOOL YEAR 2024-2025**

To: Schools Division HRMPSB  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In accordance with DepEd Order No. 7 s. 2023 titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, the Schools Division Office (SDO) of Science City of Muñoz, through the Schools Division Human Resource Merit Promotion and Selection Board (HRMPSB) announces the **Call for the Submission of Applications for Teaching Positions in Kindergarten, Elementary, Junior High School and Senior High School in the Schools Division of Science City of Muñoz for School Year 2024-2025**. The recruitment, selection, and hiring of teacher-applicants shall be conducted from June to July 2024.
2. In consonance with RA No. 8792 or the “Electronic Commerce Act of 2000” which provides that “electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and where 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,” online submission of electronic copies of the application documents enumerated in Enclosure No. 02 may be allowed, subject to the submission of the hard copies upon request for purposes of verification.
3. Individuals who failed to submit complete mandatory documents (Item numbers 1 to 10 of Enclosure No. 02) on the set deadline shall NOT be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 11) shall not warrant exclusion from the pool of official applicants. No additional documents shall be accepted after the set deadline.
4. The original copies of the application documents shall be brought by the teacher-applicants on the day of evaluation for verification and other purposes.

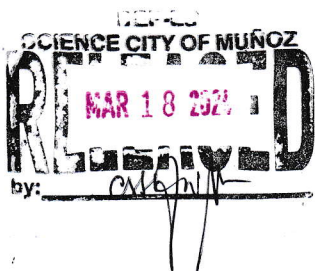


Address: Brgy. Rizal, Science City of Muñoz, 3119  
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5. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted as evidenced by the Omnibus Sworn Statement duly signed by the teacher-applicant.
6. Applicants who are employed in private institutions shall submit their clearances, certificates of employment and existing contracts as official references for evaluation.
7. The teacher-applicants shall pre-register through the link <https://tinyurl.com/TeacherApplicant2023-2024>.
8. The composition of Schools Division HRMPSB is found in Schools Division Memorandum No. 172, s. 2023. The Sub-Committees are reconstituted to assist the SDO HRMO in the initial evaluation, checking and verification of the completeness, authenticity and veracity of the documents submitted. They shall also assist the HRMPSB in the process of comparative assessment such as screening, evaluating and rating of applicants based on established criteria and rating system, subject to further review of the HRMPSB.
9. The Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA), certified by the HRMPSB and signed by the Schools Division Superintendent shall be the sole basis for hiring and placement of teacher-applicants.
10. Enclosed are the following:  
Enclosure No. 01: Schedule of Submission of Application and Selection Process  
Enclosure No. 02: Checklist of Requirements and Template of Annex C  
of DepEd Order No. 07, s. 2023  
Enclosure No. 03: Schools Division Sub-Committee Members and  
Additional Secretariat Member
11. This Office adheres to Equal Employment Opportunity Principle (EEOP) to applicants regardless of sex, age, sexual orientation & gender identity, civil status, disability, religion, ethnicity, or political affiliation.
12. Immediate and wide dissemination of this Memorandum is desired.



*Johanna N. Gervacio*  
**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent



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Enclosure No. 01 to Schools Division Memorandum No. 117, s. 2024

**SCHEDULE OF SUBMISSION OF APPLICATION AND SELECTION PROCESS**

<b>Date</b>	<b>Activity</b>	<b>Venue</b>
June 3-7	Submission of Application and Receipt of Documents and Pre-Registration of Teacher-Applicants	Records Section
June 11	Orientation of Teacher-Applicants	MNHS Main - JHS
June 13-14-18	Initial Evaluation of Documents	
June 19	Posting of the Results of Initial Evaluation of Teacher-Applicants	
June 24-28	Comparative Assessment of Teacher-Applicants (Classroom Observation/Demonstration Teaching and Other Evaluative Assessments)	To be announced
July 1-5	Finalization and Posting of the CAR-RQA	<a href="http://www.depedscm.com">www.depedscm.com</a> , Public Bulletin Boards & Schools

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Enclosure No. 02 to Schools Division Memorandum No. 110, s. 2024

**CHECKLIST OF DOCUMENTARY REQUIREMENTS**

1. Letter of Intent addressed to Schools Division Superintendent, **JOHANNA N. GERVACIO PhD, CESO V**, SDO Science City of Muñoz;
2. Duly Accomplished Form 212 (Personal Data Sheet) with Work Experience Sheet;
3. Photocopy of valid and updated PRC License/ID, if applicable;
4. Photocopy of Certificate of Eligibility /Rating, if applicable;
5. 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 applicable;
6. Photocopy of Certificate/s of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
10. Checklist of Requirements and Omnibus Sworn Statement of the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Enclosure No. 3*), notarized by authorized official; and
11. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - 11.1 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; and
  - 11.2 Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 9 is not relevant to the position to be filled, if applicable.

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**CHECKLIST OF REQUIREMENTS**

Annex C

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant, Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
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 latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 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 placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
 Person Administering Oath

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.



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Enclosure No. 03 to Schools Division Memorandum No. 110, s. 2024

**SCHOOLS DIVISION SUB-COMMITTEE MEMBERS  
AND ADDITIONAL SECRETARIAT MEMBERS**

**Kindergarten & Elementary**

*Kindergarten* : RODOLFO A. DIZON PhD, EPSVR  
MICHELLE T. JAYME, P II  
ROWENA D. ORDOÑEZ, P1  
JOANNA MARIE D. TORDA P1

*Elementary* : NOVALYN C. RODOLFO EdD, EPSVR  
EMILY I. FERNANDEZ PhD, P IV  
EMMANUEL M. ALVAREZ PhD, P IV  
JHON F. DEL MUNDO PhD, P IV  
CYRIL S. TALUSAN, SREPS  
JOEL G. DIZON, EPS II  
FHRIESSY CRUZ S. BERMUDA II, AO V  
STELLA MARIE C. DUMALE, AO IV

*Secretariat* : KIMBERLY T. NUQUE AO II

**Junior High School and Senior high School**

*Mathematics* : WINNIE W. POLI, EPSVR  
SALLY S. FERIA PhD, HT III  
JAMES PATRICK S. BARIAS, EPS II  
PEDRO J. DE GUZMAN, P1  
LEILANI D. TIDALGO, MT II

*Science* : NELIE D. SACMAN PhD, EPSVR  
FELERMA G. URBANO, HT VI  
RONA MAY S. ESPERANZATE, HT III  
JACKYLOU G. ALBERTO HT1  
JOVEN P. LA ROSA, PHD. P IV

*English* : AILEEN G. MACTAL EPSVR  
WENSDY S. CASIO, HT III  
MELANIE N. AQUINO, P1  
MARICHELLE M. MERCULIO, PhD. P IV  
ANN CHRISTIAN A. FRANCISCO, ASP2

*Filipino* : MARY QUEEN P. ORPILLA EPSVR  
AUGUSTO A. MATEO, EPSVR

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GILDA S. PANUYAS, HT III  
JOCELYN C. REGPALA, ASP2

*TLE* : ZORAIDA F. ESPINO PhD, EPSVR  
JENNIFER V. MANGAHAS HT III  
MICHAEL A. CASTAÑEDA, HT III  
JORDAN T. NECODEMUS, P II

*MAPEH* : PEPITO D. DE GUZMAN, P III  
DOMINADOR M. ORPILLA P II  
ANVIL A. PORTES, HT VI  
JEFFREY E. BANAWA, HT1

*EsP* : MERCEDITA D. SALDERO, EPSVR  
GENALYN B. TANGONAN, PhD. P IV  
CORAZON H. MATEO, HT VI  
LAMBERTO T. CORPUS, SREPS

*AP* : MELODY E. GALINGAN, EPSVR  
ELENITA R. ROMAGOSA, P IV  
IMELDA V. SIROT, HT VI  
ROD HERBERT C. CASTILLO, HT III

*Secretariat (SHS)* : ABIGAIL M. YARCIA, ADAS III  
JESSICA L. SAPITAN, ADAS III

*Secretariat (JHS)* : JERRY I. CARRIDO, ADAS III  
FRANCIS V. MANGAWANG, ADA VI

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