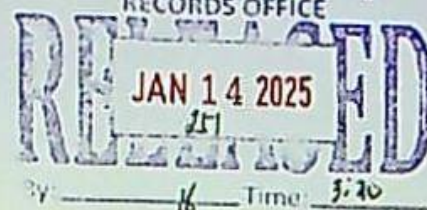




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City  
RECORDS OFFICE



Office of the Schools Division  
Superintendent

January 13, 2025

**DIVISION MEMORANDUM**

No. 019, s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 14, S. 2025 TITLED CALL FOR APPLICATION FOR TEACHING AND NON-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Administrative Officers  
School Heads  
Teachers and Non-Teaching Personnel  
Others Concerned

1. In compliance with DepEd Order No. 20, s. 2024 titled **Guidelines on Recruitment, Selection and Appointment to Higher Teaching Position**, this office is issuing a corrigendum to Division Memorandum No. 14, s 2025 titled *Call for Application for Teaching and Non-Teaching Positions* to effect a change in the application for teaching positions only;
2. The new documentary requirements for vacant Teacher II, Teacher III and Master Teacher I positions are hereby enumerated as follows:

**Mandatory documentary requirements:**

- a. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent duly notarized by authorized official (Enclosure 1).
- b. Letter of intent addressed to the Schools Division Superintendent;
- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable (downloadable at CSC Website);
- d. Photocopy of voter's ID and/or any proof of residency
- e. Photocopy of valid and updated PRC License/ID;
- f. Photocopy of Certificate of Board Rating
- g. Photocopy of Scholastic/academic record (i.e. Transcript of Records (TOR) and Diploma,



Address: Burgos St., Poblacion Oeste, Dagupan City  
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Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)





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- including completion of graduate and post-graduate units/degrees, if available;
- h. Photocopy of duly signed Service Record or Certificate of Employment, whichever is/are applicable;
  - i. Photocopy of latest appointment, for those applying for promotion;
  - j. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any
  - k. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
  - l. Photocopy of the required performance rating with at least Very Satisfactory rating. The applicant shall submit at most 3 performance ratings depending on the performance requirements as per item 25 of DepEd Order No. 20, s. 2024. The latest performance rating shall cover one year complete performance rating period in the current position.
- Additional documentary requirements:**
- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.
2. The new deadline for submission of abovementioned documentary requirements of applicants for teaching positions shall be on JAN 25 2025.
3. The applicants for teaching positions shall be assessed using the criteria as prescribed in DepEd Order No. 20, s. 2024, as follows:
- |  |    |
|--|----|
| Education  | 10 |
| Training   | 10 |
| Experience                                       | 10 |
| Performance                                      | 30 |
| PPST COIs (Classroom Observable Indicator)       | 25 |
| PPST NCOIs (Non-Classroom Observable Indicators) | 15 |
4. The documentary requirements and deadline of submission of application documents for Administrative Assistant III and Administrative Aide IV as mentioned in the Division Memorandum No. 14, s. 2025 **is still in effect**;
5. For information and guidance.

  
**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent

Enclosure No. 1 – Checklist of Requirements



Address: Burgos St., Poblacion Oeste, Dagupan City  
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email: [dagupan\\_city@deped.gov.ph](mailto:dagupan_city@deped.gov.ph)



### CHECKLIST OF REQUIREMENTS

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

Application Code: \_\_\_\_\_  
(to be filled out by HR section)

Basic Documentary Requirement	Status of Submission <small>(To be filled out by the applicant, Check if submitted)</small>	Verification <small>(To be filled-out by the HRMO/HR Office/sub-committee)</small>	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Schools Division Superintendent			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if Applicable			
c. Photocopy of voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID, if applicable			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of Scholastic/academic record (i.e. Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is/are applicable;			
h. Photocopy of latest appointment, for those applying for promotion;			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;			
k. Photocopy of the required performance rating with at least Very Satisfactory rating. (Note. Submit at most 3 performance ratings depending on the performance requirements as per item 25 of Deped Order No. 20, s. 2024) The latest performance rating shall cover one year complete performance rating period in the current position.			
l. Checklist of Requirement, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSU, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators			

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 purpose 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





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- including completion of graduate and post-graduate units/degrees, if available;
- h. Photocopy of duly signed Service Record or Certificate of Employment, whichever is/are applicable;
- i. Photocopy of latest appointment, for those applying for promotion;
- j. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any
- k. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable,
- l. Photocopy of the required performance rating with at least Very Satisfactory rating. The applicant shall submit at most 3 performance ratings depending on the performance requirements of the positions being applied for (pls see DepEd Order No. 7). The latest performance rating shall cover one year complete performance rating period in the current position.

**Additional documentary requirements:**

- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

2. The new deadline for submission of abovementioned documentary requirements of applicants for teaching positions shall be on \_\_\_\_\_.
3. The applicants for teaching positions shall be assessed using the criteria as prescribed in DepEd Order No. 20, s. 2024, as follows:

Education	10
Training	10
Experience	10
Performance	30
PPST COIs (Classroom Observable Indicator)	25
PPST NCOIs (Non-Classroom Observable Indicators)	15

4. The documentary requirements and deadline of submission of application documents for Administrative Assistant III and Administrative Aide IV as mentioned in the Division Memorandum No. 14, s. 2025 is **still in effect**;
5. For information and guidance.

  
**ROWENA C. BANZON EdD, CESO/V**  
 Schools Division Superintendent

Enclosure No. 1 – Checklist of Requirements

Enclosure No. 2 – Performance Requirement for Internal and External Applicants



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