

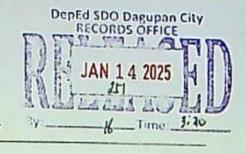
Republic of the Philippines

Department of Education

REGION I SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division Superintendent

. 18



January 13, 2025

DIVISION MEMORANDUM No. <u>0 | q</u>, 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

- 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;
- 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).
- Letter of intent addressed to the Schools Division Superintendent;
- 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,





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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;

 Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any

Photocopy of valid Technical Education and Skills Development Authority (TESDA)
 National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;

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 ____.
- 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

- 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 G. BANZON EdD, CESO V

Enclosure No 1 - Checklist of Requirements







Address: Burgos St., Poblacion Oeste, Dagupan City

Telephone: (075) 653-4101
Website: depeddagupan.com
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In consonance with Republic Act No. 8792 or the "Electronics Commerce Act of 2000", (e) lectronic documents shall have the legal effect, validity or enforceability as any other documents or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic documents if the said electronic documents maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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- 2. The new deadline for submission of abovementioned documentary requirements of applicants for teaching positions shall be on ______.
- 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
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- 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

De DED MATATAG





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