



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
 No. 072 s. 2023

May 17, 2023

**TIMELINE ON RECEIPT OF DOCUMENTS AND SCREENING OF  
 TEACHER-APPLICANTS FOR SCHOOL YEAR 2023-2024**

To: CID and SGOD Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 All Other Division Personnel Concerned  
 Elementary and Secondary Schools Heads

1. In pursuance to DepEd Order No. 007, s. 2023, re: *Guidelines on Recruitment, Selection and Appointment in the Department of Education*, the field is hereby informed of the following:

DATE	ACTIVITY	VENUE/ IN CHARGE
May 22, 2023	Posting of Information (Include posting of requirements indicated in DO 007, s. 2023)	Respective School
May 22 to June 2, 2023	Information – Dissemination Period	
May 31, 2023	Face to Face Orientation of Teacher-Applicants at Ramon Magsaysay Central Elementary School	HRMPSB, Other Sub-committee Members
June 2, 2023	Deadline on Submission of Pertinent Papers of Teacher-Applicants to the School  <b>NOTES:</b>  a. Submission of Pertinent Papers should start after the Orientation of Teacher-Applicants ensuring that they will submit the correct documents.  b. Applicants should apply in one level and one school ONLY.  c. Applicants in Junior High School (JHS) & Senior High School (SHS) should stipulate in their application letter and in the cover page of their application documents the subject category they are applying for.	Respective School
June 7	Deadline on Endorsement of Pertinent Papers of Teacher-Applicants and other documents from the School to the Division Office (Hard and Electronic Copy)  <b>NOTE:</b> The School Committee on Submission and Receipt of Application Documents should ensure that pertinent papers of applicants are adequately checked and verified as to completeness,	Through the Documents Committee: a) K-Elem. – c/o Ms. Niones



**Address:** Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
**Telephone No:** (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

	authenticity and veracity. They should NOT be endorsed to the Division Office if INCOMPLETE. With it, the committee shall prepare the Initial Evaluation Result (IER).	b) JHS & SHS – c/o Mr. Pillerin
June 13-14, 2023	Orientation on DO 007, s. 2023 on Guidelines on Recruitment, Selection and Appointment in the Department of Education	HRMPSB, School Heads with 1 Trusted Teacher per school, EPS, PSDS, Selected HR Personnel
June 15-July 4, 2023	<ul style="list-style-type: none"> <li>• Evaluation of Applicants' Documents as to Education, Training, Experience and PBET/LET/LEPT Rating</li> <li>• Preparation of Comparative Assessment Results of Applicants</li> </ul>	
June 15-23, 2023	<p>Observation of Classes - Demonstration Teaching</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>a. The Demonstration Teaching shall be conducted in a maximum of 30 minutes only portraying the complete parts of the teaching and learning process in consideration to classroom observable indicators appearing in the Classroom Observation Tool (as reflected in DO 007, s. 2023)</li> <li>b. Schedule of Individual Applicants shall be posted in the Bulletin Board of the Division Office.</li> </ul>	Demonstration Teaching Committee
July 10-14, 2023	<p>Administration of the Teacher Reflection Form (TRF)</p> <p><b>NOTE:</b> Specific schedule of individual applicants and the venue on the Administration of the TRF shall be posted in the Bulletin Board of the Division Office.</p>	TRF Committee
July 19, 2023	Face to Face Conduct of Validation (guided with Open Ranking System in consideration to Comparative Assessment Results)	HRMPSB
July 20, 2023	Finalization of Comparative Assessment Results of the Registry of Qualified Applicants (CAR-RQA)	
July 21, 2023	Signing of the CAR-RQA	ASDS & SDS Office
July 24, 2023	Posting of Comparative Assessment Results of the Registry of Qualified Applicants (CAR-RQA)	HRMO

2. All schools are directed to submit to this Office the List of the School Committee on Submission and Receipt of Application Documents on or before June 2, 2023.
3. Transmittal of application documents to the Division Office on June 7, 2023 shall include the following:
  - a. Documents to transmit:
    - a.1 Transmittal Letter (containing names of applicants in alphabetical order)
    - a.2 Applicants' individual folder attached with Omnibus Sworn Statement attested by the Chairman of the School Committee on Submission and Receipt of Application Documents, preferably the School HRMO, which is being subscribed and sworn to before the Person Administering Oath. (Copy of Omnibus Sworn Statement is found in DO 007, s. 2023)
    - a.3 Initial Evaluation Result (template is in DO 007, s. 2023)



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4. Applicants should be properly guided by the school as to identification of documents to submit based on DepEd Order No. 007, s. 2023.
5. For guidance, compliance, and wide dissemination.

*mp Estacio*  
**MELANIE P. ESTACIO, CESO VI**  
OIC Schools Division Superintendent  
DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
23-102322  
DATE: MAY 24 2023 TIME: 3:16 pm  
BY: *[Signature]*

