



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2024- 119

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

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

Date : April 12, 2024

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
April 16, 2024	Posting of Information (Include posting of requirements indicated in DO 007, s. 2023)	Respective School
April 16 - 25, 2024	Information – Dissemination Period	
April 19, 2024	Face to Face Orientation of Teacher-Applicants at Ramon Magsaysay Central Elementary School	HRMPSB & Other Identified Personnel
April 26, 2024	Deadline on Submission of Pertinent Papers of Teacher-Applicants to the School	Respective School
	<p><b>NOTES:</b></p> <p>a. Submission of Pertinent Papers should start after the Orientation of Teacher-Applicants ensuring that they will submit the correct documents.</p> <p>b. Applicants should apply in one level and one school ONLY.</p> <p>c. Applicants in Junior High School (JHS) &amp; Senior High School (SHS) should stipulate in</p>	



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
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	their application letter and in the cover page of their application documents the subject category they are applying for.	
April 29, 2024	<p>Deadline on Endorsement of Pertinent Papers of Teacher-Applicants and other documents from the School to the Division Office (Hard and Electronic Copy)</p> <p><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, 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).</p>	<p>Documents Committee:</p> <p>a) K-Elem. – c/o Ms. Niones</p> <p>b) JHS &amp; SHS – c/o Mrs. Lucero</p>
May 6-8 & 13-14, 2024	<p>Observation of Classes - Demonstration Teaching</p> <p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>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>Schedule of Individual Applicants shall be posted in Human Resource Section DepEd Digos City Division Facebook Page.</li> </ol>	Demonstration Teaching Committee
May 28, 2024	<p>Administration of the Teacher Reflection Form (TRF)</p> <ol style="list-style-type: none"> <li><b>NOTE:</b> Specific time schedule of individual applicants and the venue on the Administration of the TRF shall be posted in Human Resource Section DepEd Digos City Division Facebook Page.</li> </ol>	TRF Committee
June 11, 2024	Review of DO 007, s. 2023 on Guidelines on Recruitment, Selection and Appointment in the Department of Education	HRMPSB and Documents Committee
June 17-21, 2024	<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>	Documents Committee
June 25, 2024	Face to Face Conduct of Validation (guided with Open Ranking System in consideration to Comparative Assessment Results)	HRMPSB and Documents Committee
June 26-28, 2024	Finalization of Comparative Assessment Results of the Registry of Qualified Applicants (CAR-RQA)	HRMO
July 2, 2024	Signing of the CAR-RQA	HRMO with ASDS & SDS



July 3, 2024	Posting of Comparative Assessment Results of the Registry of Qualified Applicants (CAR-RQA)	HRMO
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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 April 16, 2024.
3. Transmittal of application documents to the Division Office on April 29, 2024 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)
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 immediate dissemination.

For and in the absence of the Schools  
Division Superintendent:

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
OIC-Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RECEIVED**  
DATE: APR 16 2024 TIME: 8:50am  
BY: *[Signature]*

Enclosed: As stated.

CID/bsd

