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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

OSDS-2024- 205

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 : **CORRIGENDUM TO DIVISION MEMORANDUM CID-2024-119  
TIMELINE ON RECEIPT OF DOCUMENTS AND SCREENING OF  
TEACHER-APPLICANTS FOR SCHOOL YEAR 2024-2025**

Date : June 5, 2024

In reference to Division Memorandum CID-2024-119 re: Timeline on Receipt of documents and Screening of Teacher -Applicants for School Year 2024-2025, the field is hereby informed of the following corrections:

| DATE             | ACTIVITY   | VENUE/<br>IN CHARGE                   |
|------------------|--|---------------------------------------|
| June 5, 2024     | Administration of the Teacher Reflection Form (TRF)<br><br>a. <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. | TRF Committee                         |
| June 5-6, 2024   | Checking of Accomplished Teacher Reflection Form (TRF)   | TRF Committee                         |
| June 10, 2024    | Review of DO 007, s. 2023 on Guidelines on Recruitment, Selection and Appointment in the Department of Education (by District)   | Chair/Co-chair of Documents Committee |
| June 10-18, 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 19-21, 2024 | Preparation of Individual Evaluation Sheet (IES) and Comparative Assessment Result (CAR)   | Documents Committee                   |



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|                                |   |                                |
|--------------------------------|---|--------------------------------|
| June 24, 2024                  | Face to Face Conduct of Validation (guided with Open Ranking System in consideration to Comparative Assessment Results) | HRMPSB and Documents Committee |
| June 25-26, 2024               | Finalization of Comparative Assessment Results of the Registry of Qualified Applicants (CAR-RQA)                        | HRMO                           |
| June 27, 2024<br>June 28, 2024 | Signing of the CAR-RQA<br>Posting of Comparative Assessment Results of the Registry of Qualified Applicants (CAR-RQA)   | HRMO with ASDS & SDS<br>HRMO   |

Other items in the previous issuance remains the same.

For information, guidance and immediate/wide dissemination.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, Ph.D., CESO VI**  
 OIC-Schools Division Superintendent

Enclosed: As stated.

OSDS/ADMIN /HR/mflb

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 24-122509  
 DATE: JUN 25 2024 TIME: 1:41 PM  
 BY: *[Signature]*

