



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
NO. 0130, s. 2023

March 06, 2023

**ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION OF
APPLICANTS FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH
SCHOOL, AND SENIOR HIGH SCHOOL TEACHING POSITIONS
FOR SY 2023-2024**

To: *Assistant Schools Division Superintendent*
Division Chief Supervisors
Education Program Supervisors/ Coordinators
Acting/ Public Schools District Supervisors
Elementary and Secondary Schools Heads
Elementary and Secondary Schools Heads
All Others Concerned

1. This notice informs the field of the recruitment and selection schedule for teacher-applicants for this Division's Kindergarten, Elementary/Special Education, Junior High, and Senior High Schools teaching positions for the SY 2023–2024, as listed in Annex A.
2. It is encouraged for qualified candidates to submit the documentation listed in Annex B, "Checklist of Requirements," online via the official platform, which will be available soon and may be accessed at <https://m.me/SDOBoholHR>.
3. This Office upholds the provisions of DepEd Order No. 19, s. 2022, "The Department of Education Merit Selection Plan" on item 21. The mandatory prerequisites (items a to i) must be submitted on or before the deadline in order to be considered for the pool of official applicants. After the deadline, no more documents will be accepted.
4. A bachelor's degree in education with a specialization in special education is required of teachers who wish to apply for Special Education (SPed) teaching positions.
5. Secondary teachers who will apply for a Teacher 1 position in the Junior High School may still apply for teaching positions in the Senior High School if they meet the qualification standards for that position. In that case, the applicants must prepare a different set of documents and specify the subject group for which they are applying.
6. All SHS-TVL teaching positions require a National Certificate II (NCII), which is given by the Technical Education and Skills Development Administration (TESDA).
7. Applicants who wish to submit applications for more than one (1) teaching position must do so separately.
8. Even though only electronic copies of the documents are needed, candidates are urged to preserve hard copies of them in a folder and be prepared to submit them should the selection committees deem it necessary.
9. According to Item 22 of DO 19, s. 2022, any fictitious or fraudulent document submitted would result in disqualification.
10. Any teachers who applied and were accepted into the Registry of Qualified Applicants (RQA) for the School Year 2022–2023 but were not hired on a permanent basis or promoted to an SHS teaching job should reapply to be accepted into the new RQA. With

the new DepEd regulations for teachers' recruitment, selection, and placement (RSP), it is impossible to retain past ratings.

11. In anticipation of the new RSP rules, various Division HRMPSB Sub-Committees will be established and delegated in a separate memorandum.
12. Despite the anticipated changes to the RSP rules, this Office provides a preview of them in Annex C.
13. Immediate dissemination of and compliance with this Memorandum is desired.


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Schools Division Superintendent 



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RECRUITMENT AND SELECTION SCHEDULE

| Date | Venue | Time | No. of Working Days | Activities |
|--------------|-------------------------------|-------------------|---------------------|---|
| Mar 6, 2023 | - | - | 30 days | Preparation of Scanned Pertinent Documents (Annex B) <ul style="list-style-type: none"> TIN number is required Items a and b shall be saved in a single and separate PDF file. Items c.1 and c.2 shall be saved in a single and separate PDF file. Item d shall be saved in a single and separate PDF file. Items e and g shall be saved in a single and separate PDF file. Item f shall be saved in a single and separate PDF file. Items h and i shall be saved in a single and separate PDF file. Item j (if any) shall be saved in a single and separate PDF file. |
| Mar 24, 2023 | Online | 8:00am to 12:00nn | ½ day | Virtual Orientation of Applicants |
| Mar 31, 2023 | Online | 8:00am to 12:00nn | ½ day | Virtual Orientation of School Heads / Public Schools District Supervisors |
| Apr 3, 2023 | Respective schools | 8:00am to 12:00nn | ½ day | Organization of the School Screening Committee |
| Apr 5, 2023 | SDO c/o ASDS Toradio's Office | 8:00am to 5:00pm | 1 day | Submission of names of personnel comprising the School Screening Committee by District |
| Apr 7, 2023 | Division Office | 8:00am to 5:00pm | 1 day | Designation of the members of the School Screening Committee |
| Apr 12, 2023 | Online | ~ | 15 days | Online Submission of <ul style="list-style-type: none"> Scanned Pertinent Documents 10-minute Video of the Teaching Demonstration Accomplished Teacher Reflection Form |
| TBA | Respective Schools | 8:00am to 5:00pm | 22 days | Initial Assessment of Pertinent Document |
| TBA | Online | ~ | 3 days | Submission of Initial Assessment Scores by District (Kindergarten, Elementary/SPED) and Per Learning Area per Curricular Level (Junior High School and Senior High School) |
| TBA | Online/ TBA(In-person) | 8:00am to 5:00pm | 1 day | Virtual Orientation of the members of PSB Sub-Committees |
| TBA | TBA | 8:00am to 5:00pm | 10 days | Second-level Assessment of Pertinent Documents, Teaching Demo Videos, and Teacher Reflection Form by the PSB Sub-Committees |
| TBA | Online | 8:00am to 5:00pm | 3 days | Submission of the Second-level Assessment Scores by District (Kindergarten, Elementary/SPED) and Per Learning Area per Curricular Level (Junior High School and Senior High School) |
| TBA | Online/SDO Bohol | ~ | 10 days | Posting of Partial Results and Answering of Online Queries |
| TBA | Online/SDO Bohol | ~ | ~ | Posting of the Registry of Qualified Applicants |

Note: Applicant-related activities are highlighted for emphasis. Additional schedule of the different ranking processes shall be issued pending issuance of the new Recruitment, Selection, and Placement (RSP)

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied for: _____
 Course: _____
 Contact Number: _____
 Religion: _____
 Person w/ Disability: Yes () No () Specify (if Yes): _____
 Solo Parent: Yes () No ()

| Basic Documentary Requirements | | Status of Submission (To be filled-out by the applicant) | Verification (To be filled-out by the HRMPSB) | |
|--|--|---|--|---------|
| | | | Status of Submission | Remarks |
| a | Letter of Intent specifying the position applied for and addressed to the Head of Office: Bianito A. Dagatan, EdD, CESO V Schools Division Superintendent DepEd, Division of Bohol | | | |
| b | Duly accomplished Personal Data Sheet (PDS) [CS Form No. 212, Revised 2017] | | | |
| c.1 | Certificate of Eligibility/ Report of Rating | | | |
| c.2 | Valid and updated PRC License/ID | | | |
| d | Photocopy of Scholastic/Academic Record (e.g., TOR), including graduate/post-graduate | | | |
| e | Certificate of Employment, Contract of Service, updated Service Record | | | |
| f | Certificate of related trainings | | | |
| g | Performance Rating covering one (1) year performance in the last rating period/s prior to assessment | | | |
| h | Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act and Checklist of Requirements | | | |
| i | Checklist of Requirements | | | |
| Other Requirements (as may be required) | | | | |
| j.1 | Latest Appointment | | | |
| j.2 | Performance Rating obtained from the relevant work experience, if performance rating in item g is not relevant to the position to be filled | | | |
| j.3 | Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development obtained from the date of last issuance of appointment | | | |
| j.4 | Other (please specify): _____ _____ _____ | | | |

OMNIBUS CERTIFICATION AND WAIVER

This is to certify that all information above is true and correct; and that the documents submitted are authentic. This is also to authorize the Department of Education – Division of Bohol to publish the initial ranking on the division office’s official website/Facebook page and use my personal information for the purpose of recruitment, selection, and placement.

Attested:

Name and Signature of Applicant

Name and Signature of Chairperson, School Sub-Committee (HRMPSB)

CRITERIA AND POINT SYSTEM
(pending new RSP guidelines)

a. Criteria and Point System for Entry-Level Teaching Positions

| CRITERIA | MAXIMUM POINTS POSSIBLE |
|---|----------------------------|
| a. Education | 10 |
| b. Training | 10 |
| c. Experience | 10 |
| d. PBT/LET / LEPT Rating | 10 |
| e. PPST COIs (Classroom Observable/ Demonstration Teaching) | 35 |
| f. PPST NCOIs (Teacher Reflection) | 25 |
| TOTAL | 100 |

b. Criteria and Point System for Teacher Promotion

| CRITERIA | MAXIMUM POINTS POSSIBLE |
|---|----------------------------|
| a. Education | 10 |
| b. Training | 10 |
| c. Experience | 10 |
| d. PPST-based Performance | 10 |
| e. PPST COIs (Classroom Observable/ Demonstration Teaching) | 25 |
| f. PPST NCOIs (Teacher Reflection) | 15 |
| TOTAL | 100 |

- c. As to Education: Teacher 1 applicants with 9 units or more earned towards the completion of a master's degree may earn a maximum of 10 points.
- d. As to Training: Only training related to teaching is accepted, and it is computed per hour. Teacher 1 applicants with 56 hours of training may earn a maximum of 10 points. No specialized training is required anymore.
- e. As to Experience: Teacher 1 applicants with 3 years and 5 months or more of teaching experience may earn a maximum of 10 points.