



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF ANGELES CITY
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BY: FEB 04 2025

Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

04 Feb 2025

DIVISION MEMORANDUM
No. 045, s. 2025

**CALL FOR APPLICATION FOR TEACHER I POSITIONS FOR
SCHOOL YEAR 2025-2026**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Through the Human Resource Merit and Promotion Selection Board and Division Screening Committee, this Office announces the call for application for Teacher I Positions for SY 2025-2026 in reference to DepEd Order No. 007 s. 2023, "Guidelines on the Recruitment, Selection, and Appointment in the Department of Education" and DepEd Order No. 21, s. 2024, "Amendments to DepEd Order No. 007, s. 2023".

2. All interested and qualified teacher applicants for Elementary including Special Needs Education (SNED), Kindergarten or Early Childhood Education, Secondary and Senior High School Levels are advised to register through the links provided:

Level	Link/s
Elementary Level (including SNED and Kindergarten)	https://bit.ly/ElemApplicantReg2025
Secondary Level	https://bit.ly/JHSApplicantReg2025
Senior High School Level	https://bit.ly/SHSApplicantReg2025

3. Pursuant to Section 8 of RA 10533 titled Enhanced Basic Education Act of 2013, the hiring of non-licensed graduates of science mathematics, statistics, engineering, music, and other degree courses under provisional appointment in specialized subjects in the elementary and secondary education with shortage of qualified Licensure Examination for Teachers (LET) applicants **shall be allowed**, subject to existing CSC rules and regulations on provisional appointments or as may be provided by law.

4. All applicants shall submit photocopied documentary requirements as provided in DepEd Order No. 7 s. 2023, Annex C (Checklist of Requirements). The said Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity of the documents and Data Privacy Consent Form shall no longer be required to be notarized. The aforesaid document shall henceforth



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required to be sworn before any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 41⁴ of EO 292, as amended by RA No. 6733 and as further amended by RA 10755.

5. All documentary requirements must be fastened in a folder following the color code below:

- Pink – SNED and Kindergarten Education
- Green – Elementary Level
- Blue – Secondary Level
- Yellow- Senior High School

6. Deadline for the submission of the basic documentary requirements shall be on **February 28, 2025, 8:00 a.m. to 5:00 p.m.** at the Records Unit, this Division. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.

7. Pursuant to DepEd Order No. 21, s. 2024, remaining applicants in the CAR-RQA for SY 2024-2025, including those who did not meet the cut-off score, shall be given an option to carry over their scores and/or update their credentials without having to undergo the entire hiring process; provided, a Letter of Intent to participate in the recruitment process, is submitted.

8. This office strictly implements the principle of Equal Employment opportunity and continuously adopts measures required for the elimination of discrimination in all its forms and manifestations in the government service.

9. Immediate and wide dissemination of this Memorandum is desired.

10. Enclosed are the following for reference and guidance:

- Enclosure 1: CSC Qualification Standard for Teacher I
- Enclosure 2: Schedule of Activities on Recruitment Process
- Enclosure 3: Composition of Division HRMPSB and Division Screening Committee
- Enclosure 4: Annex C of DO 007, s. 2023 (Checklist of Requirements)


ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent *hw*

Reference: DO No. 07, s. 2023; DO No. 21, s. 2024

To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT RECRUITMENT SELECTION APPOINTMENT

CLM/AO4/February 4, 2025



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Enclosure No. 1 to Division Memorandum No. 045, s. 2025

The CSC Qualification Standard for Teacher I Position

	Education	Training	Experience	Eligibility
Kindergarten	Bachelor's degree in early childhood education (BECED) or its equivalent	None Required	None Required	PBET/ Teacher/ RA 1080 (LET)
Special Education	Bachelor's degree in education with specialization in Special Education	None Required	None Required	
Elementary Teacher I	Bachelor of Elementary Education (BEEd); or Bachelor's degree plus 18 professional units in Education	None Required	None Required	PBET/ Teacher/ RA 1080 (LET)
Secondary Teacher I	Bachelor of Secondary Education (BSEd); or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	PBET/ Teacher/ RA 1080 (LET)
Teacher I (SHS) Academic Track & Core Subjects	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus with at least 15 units of specialization in the relevant strand/subject.	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher). If not RA 1080 eligible ¹ , they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None required. Practitioners (part-time only): None required
Teacher I (SHS) Sports Track	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track.	None Required	None Required	
Teacher I (SHS) Technical Vocational Livelihood (TVL) Track	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization.	At least NCII *Appropriate to the specialization	None Required	



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Enclosure No. 2 to Division Memorandum No. 045, s. 2025

Schedule of Activities on Recruitment Process

	Activity	Date/Time	Venue/Modalities
1	Call for Submission of Application	Feb. 4, 2025	Division website www.depedangelescity.com
2	Registration of Applicants	Feb. 11-28, 2025	Google Form
3	Orientation of Teacher Applicants on the Submission of Documentary Requirements	Feb. 10, 2025 10:00am - 12:00nn	https://meet.google.com/ofc-javo-oue
4	Submission of Documentary Requirements	Feb. 11-28, 2025	Division Records Unit
5	Initial Evaluation of Documents	Mar. 3-14, 2025	Personnel Unit
6	Issuance of Initial Evaluation Results	TBA	Division website www.depedangelescity.com
7	Orientation on Classroom Observation/Demonstration Teaching and Non-classroom observation through narratives and reflection	March 20-21, 2025 (Tentative Date)	TBA
8	Conduct of Classroom Observation and Non-classroom observation	March 24-28, 2025 (Tentative Date)	TBA
9	Finalization of CAR/ CAR-RQA	TBA	Personnel Unit
10	Posting of Comparative Assessment Result- Registry of Qualified Applicants (CAR-RQA)	TBA	Division website www.depedangelescity.com
11	Issuance of Advice and Facilitation of Appointment	TBA	Personnel Unit



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Enclosure No. 3 to Division Memorandum No. 045, s. 2025

Composition of Division HRMPSB and Division Selection Committee

Division Selection Committee (Elementary Level)

OIC - Chairman: Edgar L. Manabat, PhD – Chief, SGOD
Co-Chairman: Amando C. Yutuc, PhD – Chief, CID
Members: Maria Tara D. Clemente - PSDS
Reynaldo D. Cabrera – EPS
Walter C. Estabillo - PSDS
Maria Cristina S. Sarmiento – AO V
Caroline L. Montes – AO IV

Division Selection Committee (Secondary Level)

OIC- Chairman: Edgar L. Manabat, PhD – Chief, SGOD
Co-Chairman: Amando C. Yutuc, PhD – Chief, CID
Members: Ma. Esperanza S. Malang – PSDS
Rochella C. David – EPS
Maria Cristina S. Sarmiento – AO V
Caroline L. Montes – AO IV

Division Selection Committee (Senior High School Level)

OIC- Chairman: Edgar L. Manabat, PhD – Chief, SGOD
Co-Chairman: Amando C. Yutuc, PhD – Chief, CID
Members: Ericson P. Cabrera - PSDS
Amelita L. Pineda - PSDS
Josephine G. Figueroa – EPS
Maria Cristina S. Sarmiento – AO V
Caroline L. Montes – AO IV

Secretariats: Delma Christle C. David – AO III
Janet S. Ruiz - ADAS III
Rosalie G. Chin – ADAS III
Gesille R. Sampang – ADA VI



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Enclosure No. 4 to Division Memorandum No. 045, s. 2025

Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant, Check if submitted)	Verification (To be filled-out by the HRMC/HR Office/sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOV)s showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____ year _____

 Person Administering Oath

In accordance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be substantiated so as to be usable for subsequent reference.



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