



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

DEPARTMENT OF EDUCATION  
OCCIDENTAL MINDORO  
RELEASED  
BY: [Signature]  
DATE: MAY 10 2022  
DIVISION OFFICE  
MAMBURAO

Office of the Schools Division Superintendent

May 5, 2022

**DIVISION MEMORANDUM**

No. 000100, s. 2022

**SUBMISSION OF DOCUMENTARY REQUIREMENTS AND ONLINE REGISTRATION OF APPLICANTS FOR TEACHER I POSITION FOR ELEMENTARY, JUNIOR HIGH, AND SENIOR HIGH SCHOOLS FOR SCHOOL YEAR (SY) 2022-2023**

**To :** OIC-Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Division Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Per DepEd Order No. 19, s. 2022 titled *The Department of Education Merit Selection Plan* and pending the issuance of further Guidelines on the Recruitment, Selection, and Appointment of first and second level personnel in the teaching, school administration, related-teaching, and non-teaching positions in all governance levels in the Department (Item VII.101.A of DO 19), the Schools Division of Occidental Mindoro commences the recruitment and selection process to establish the Registry of Qualified Applicants (RQA) for Teacher I position for School Year (SY) 2022-2023 following DepEd Order No. 7, s. 2015 titled *Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016*, DO 50, s. 2016 titled *Hiring Guidelines for Teacher I Positions Implementing Indigenous People Education*, and DO 3, s. 2016 titled *Hiring Guidelines for Senior High School Teacher Positions Effective School Year (SY) 2016-2017*.
2. All interested individuals meeting the requirements stipulated in the said Orders are advised to submit the following documentary requirements to **any school** near his/her residence and upload the scanned copy of the same in the Google Form which can be accessed through the <https://sites.google.com/deped.gov.ph/depedoksihr> on or before May 20, 2022.
3. All applications shall be submitted to the school nearest the residence of the applicant, except for Senior High School (SHS) applicants who shall submit such to the school offering the Track/Strand applied for, for verification of documents/attachments.
4. The following are the required documents filed in a folder with tabs and pagination that need to be submitted:
  - a. Application Letter/Letter of Intent addressed to the Schools Division Superintendent  
(In case of SHS applicant, state the purpose, indicate the subject group, and the preferred school)
  - b. Checklist of Requirements

ASDS Office\_rsm/04.21.2022



✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
☎ 0906-550-1840/0929-630-1538  
occidental.mindoro@deped.gov.ph  
f DepEd Tayo Occidental Mindoro

[Signature]

- c. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) with Work Experience Sheet and with the latest 2x2 ID picture
- d. Certified photocopy of PRC Rating (LET or PBET)
- e. Certified photocopy of PRC professional identification card or the PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
- f. Certified copy of transcript of record, with computation of GWA
- g. Copies of service records, performance rating, and school clearance for those with teaching experience. If not available, the applicant must submit a justification citing the reason/s for unavailability.
- h. Certificates of specialized trainings, if any
- i. Certified copy of the Voter's ID and/or any proof of residency
- j. NBI Clearance
- k. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

**Additional Requirements for SHS applicants:**

Portfolio pieces

Certificates relevant to the subject group applied for

For TVL: National Certificate/s (NC), Teaching Methodology Certificate (TMC), if available

For Arts and Design and Sports: Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild

For those from HEIs/TVIs: Certification of Status of Employment/Service Record from HEI/TVI

5. The RQA for SY 2021-2022 will be exhausted until its validity and will be considered remaining qualified applicants, **provided that said applicants shall express their intent to apply in SY 2022-2023** by submitting the new folder with set of documentary requirements to any of the district offices. When the old applicant intends to have the points be retained, a letter may suffice. However, other documents have to be submitted, e.g. NBI clearance. If in case, the old applicants can no longer use the EPT results because of the two-year validity issue, the old applicant must submit new set of complete documents.

6. All new teacher-applicants shall submit their documentary requirements in a color-coded folder with tabbing to any school. The school screening committee shall pre-evaluate the documents as to completeness, assign initial points using the Evaluation Sheet (see attached form, and later forward the document/s to the Sub-Division Screening /Selection Committee (at the District Level) where interview, demonstration teaching, and skills test may be conducted. The color code for the folders shall be: IPEd applicant – Red folder; Elementary applicant – Green folder; JHS applicant (regardless of learning area) – Yellow folder; SHS applicant - Blue folder.

7. All applicants eligible to take the English Proficiency Test (EPT) for the communication skills shall be informed of the possible date of administration. The SDO requested the BEA for a schedule anytime in between May 16 to 27, 2022 at different testing centers within the Division.

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8. All Public Schools District Supervisors shall be the Division Screening/Selection Sub-Committee chairpersons. They are requested to identify members who shall be independent and shall observe objectivity in the selection process particularly in interview, demonstration teaching, and skills demonstration.

9. All Administrative Officers/HR Partners shall serve as Secretariat to the Division Sub-Committee, and shall receive the folders from the schools (or district office in case of old applicants intending to retain the points) which in turn shall be forwarded to the SDO, Attn: Administrative Section, Personnel Unit.

10. Expenses relative to the conduct of the series of activities in the recruitment, screening, and selection of teacher applicants for SY 2022-2023 shall be charged to local funds subject to the usual government auditing and accounting rules and regulations.

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



**LYNN G. MENDOZA**  
OIC – Schools Division Superintendent



Reference: As stated

Inclosure: As stated

To be Indicated in the Perpetual Index  
under the following Subjects:

RECRUITMENT  
TEACHER

SELECTION  
COMMITTEE

HIRING



Republic of the Philippines  
Department of Education  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

**TEACHER APPLICANTS'  
INDIVIDUAL RATING SHEET**

Name: \_\_\_\_\_ NEW \_\_\_\_\_  
Level: \_\_\_\_\_ OLD (RETAIN) \_\_\_\_\_ OLD (UPDATE) \_\_\_\_\_  
To be assessed by the Division Selection Committee

	<i>Particular (pls specify)</i>	<i>Equivalent Points</i>	<i>Total Points</i>
<b>A. Education (20)</b>			_____
Bachelor's Degree	_____	_____	
Master's Degree	_____	_____	
Doctorate Degree	_____	_____	
<b>B. Teaching Experience (15)</b>			_____
No. of Months	_____	_____	
No of Months as Volunteer	_____	_____	
<b>C. LET/PBET Rating (15)</b>	_____	_____	_____
<b>D. Specialized Training Skills (10)</b>			_____
Certification (5)	_____	_____	
Demonstration Skills (5)	_____	_____	
<b>E. Interview (10)</b>			_____
Refer to Interview form	_____	_____	
<b>F. Demonstration Teaching (15)</b>			_____
Refer to demonstration teaching form	_____	_____	
<b>G. Communication Skills (15)</b>			_____
English Proficiency Test (EPT)	_____	_____	
		<i>Total Points:</i>	_____

Validated by Division Sub-Committee:

\_\_\_\_\_  
Sub-Committee Member                      Sub-Committee Member                      Sub-Committee Member  
  
\_\_\_\_\_  
Sub-Committee Member                      Sub-Committee Member                      Sub-Committee Member

Secretariat (AO): \_\_\_\_\_

\_\_\_\_\_  
Sub-Committee Chairperson

Shown to me/Conforme: \_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

**IPED TEACHER APPLICANTS  
INDIVIDUAL RATING SHEET**

Name: \_\_\_\_\_  NEW  
Level/UAN: \_\_\_\_\_  OLD (RETAIN)  
 OLD (UPDATE)

To be assessed by the Division Selection Committee

	Particular (pls specify)	Equivalent Points	Points Earned
<b>A. Education</b>	(15)		_____
Bachelor's Degree	_____	_____	
Master's Degree	_____	_____	
Doctorate Degree	_____	_____	
<b>B. Teaching Experience</b>	(10)		_____
No. of Months	_____	_____	
No of Months as Volunteer	_____	_____	
<b>C. LET/PBET Rating</b>	(15)		_____
<b>D. Specialized Training Skills</b>	(15)		_____
Certification	_____	_____	
Demonstration	_____	_____	
<b>E. Interview</b>	(20)		_____
Refer to Interview form	_____	_____	
<b>F. Demonstration Teaching</b>	(20)		_____
Refer to demonstration teaching form	_____	_____	
<b>G. Communication Skills</b>	(5)		_____
English Proficiency Test (EPT)	_____	_____	
<b>TOTAL POINTS</b>	<b>(100)</b>		_____

Assessed by:

\_\_\_\_\_  
DIVISION SELECTION SUB-COMMITTEE MEMBER

\_\_\_\_\_  
DIVISION SELECTION SUB-COMMITTEE MEMBER

\_\_\_\_\_  
DIVISION SELECTION SUB-COMMITTEE MEMBER

\_\_\_\_\_  
DIVISION SELECTION SUB-COMMITTEE MEMBER

\_\_\_\_\_  
DIVISION SELECTION SUB-COMMITTEE MEMBER

\_\_\_\_\_  
DIVISION SELECTION SUB-COMMITTEE MEMBER

Validated by:

\_\_\_\_\_  
DIVISION SELECTION SUB-COMMITTEE CHAIRMAN

Shown to me/Conforme: \_\_\_\_\_

Signature of Applicant/ Date



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DIVISION OF OCCIDENTAL MINDORO

SENIOR HIGH SCHOOL TEACHER-APPLICANT'S INDIVIDUAL RATING SHEET  
SY 2022-2023

UNIQUE APPLICANT NUMBER: \_\_\_\_\_  NEW  
NAME: \_\_\_\_\_  OLD (UPDATE)  
CONTACT NUMBER: \_\_\_\_\_  OLD (RETAIN)  
ADDRESS: \_\_\_\_\_  
SUBJECT GROUP: \_\_\_\_\_  
SPECIALIZATION (for Group IV -TVL) \_\_\_\_\_

(To be filled out by the Division Selection Committee)

A. Education (20 pts. for Academic and Core, 15 pts. for TVL, 15 pts. for Arts and Design, 15 pts. for Sports)		POINTS
Major/ Specialization	GWA/Units Earned	
A.1 Bachelor's Degree: _____	_____	_____
A.2 Master's Degree: _____	_____	_____
A.3 Doctorate Degree: _____	_____	_____
	<b>Sub-total</b>	_____
B. Teaching/Industry/Workplace Experience (15 pts. for Academic and Core, 20 pts. for TVL, 20 pts. for Arts and Design, 20 pts. for Sports)		
B.1 No. of Months _____		
B.2 Higher position(specify) _____		
B.3 Teaching experience (displaced HEIs) _____		
	<b>Sub-total</b>	_____
C. Specialized Training Skills (10 pts. for Academic and Core, 20 pts. for TVL, 15 pts. for Arts and Design, 15 pts. for Sports)		
C.1 Seminars, trainings, workshops, and symposia relevant to the courses _____		
C.2 Indigenous People's Certification signed by Elder/Leader Tribe: _____		
C.3 NC Level and Specialization: _____		
C.4 Trainers Methodology Certificate (TMC) Level: _____		
	<b>Sub-total</b>	_____
D. Interview (15 points across all groups)		
D.1 Refer to Interview Form _____		
	<b>Sub-total</b>	_____
E. English Communication Skills: (10 pts. for Academic and Core, 5 pts. for TVL, 5 pts. for Arts and Design, 5 pts. for Sports)		
E.1 English Proficiency Test (EPT) _____		
	<b>Sub-total</b>	_____
F. Portfolio/Outstanding Achievements: (10 pts. for Academic and Core, 10 pts. for TVL, 15 pts. for Arts and Design, 15 pts. for Sports)		
F.1 Portfolio/Outstanding Achievements (Specify) _____		
_____		
_____		
_____		
	<b>Sub-total</b>	_____
G. Demonstration Teaching (20 pts. For Academic and Core, 15 pts. For TVL, Arts & Design and Sports)		
G.1 Refer to Demonstration Teaching Form _____		
	<b>Sub-total</b>	_____
	<b>TOTAL POINTS</b>	_____

Assessed by:

\_\_\_\_\_  
DSC Member

\_\_\_\_\_  
DSC Member

\_\_\_\_\_  
DSC Member

Validated by:

\_\_\_\_\_  
Subject Group Chair

Shown to me/Conforme:

\_\_\_\_\_  
Signature over Printed Name of Applicant/Date