



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

22 January 2025

DIVISION MEMORANDUM
No. **35**, s. 2025

**CALL FOR SUBMISSION OF APPLICATION FOR TEACHER I ASSESSMENT
(DIVISION HIRING ACTIVITIES AND SCHEDULES FOR SY (2025-2026))**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors/District In Charge
Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office of Nueva Vizcaya is pleased to announce the conduct of Division Hiring activities for Teacher I for SY 2025-2026. To facilitate the smooth conduct of the assessment, this office shall strictly adhere to the following schedule of activities to wit:

Date	Activity	Persons Involved	Needed Documents to be submitted/prepared by the Division Office/School
January 22, 2025	Reconstitution of Division Selection Committee and Sub-Committees	Division Screening Committee SDS	Reconstituted Division Screening Committee and Sub-Committees
January 24, 2025	Organization of the School/ District Screening Committee • <i>To be submitted at the HR Office on January 27, 2025 through the Records Section</i>	School Heads Division Screening Committee SDS	School Screening Committee of Schools District Screening Committee/ Sub Committees
February 3, 2025	Orientation on the assessment Guidelines	School Screening Committee	Memorandum for the Orientation
February 4-5, 2025	Orientation on the Assessment Guidelines	Teacher Applicants from the North and South	Memorandum for the Orientation
February 6-28, 2025	Acceptance of application documents in the school	School Heads/ District Screening Committee (DSC)/	Portfolio with ear tag

		School Screening Committee (SSC)	
February 6-28, 2025	<ul style="list-style-type: none"> • Verification and certification as to completeness, veracity, accuracy, and authenticity of documents submitted. • Pre-assessment of documents 	School Screening Committee (SSC)/District Screening Committee (DSC)	Certification from Administrative Officers as to the Completeness, Veracity and Authenticity of Documents
March 3-7, 2025	Conduct of Cluster-based Demonstration Teaching	School Screening Committee (SSC)/District Screening Committee (DSC)	<p>Accomplished</p> <ul style="list-style-type: none"> • Observation Notes Form • Rating Sheet • Inter-Observer Agreement Form <p><i>(for uniformity and consistency of giving points, rating template for demonstration teaching and skill demonstration, the office will release a soft copy for reproduction)</i></p>
March 10, 2025	Distribution of Teacher Reflection Examination through the SDO Records Section	Human Resource Management Office (HRMO)/SDO Records Section	Teacher Reflection Examination Form
March 11, 2025	Conduct of Cluster-based Teacher Reflection Examination	School Screening Committee (SSC)/District Screening Committee (DSC)	Accomplished Teacher Reflection Form
March 12, 2025	<p>Submission of the following to the HRM Office through the records section:</p> <ul style="list-style-type: none"> • Accomplished Teacher Reflection Examination • Result of Cluster-based Demonstration Teaching 	School Screening Committee (SSC)/ District Screening Coming (DSC)/ SDO Records Section	<p>Accomplished Teacher Reflection Form</p> <hr/> <p>Accomplished</p> <ul style="list-style-type: none"> • Observation Notes Form • Rating Sheet • Inter-Observer Agreement Form

	<ul style="list-style-type: none"> Initial summary of Ratings of Teacher Applicants 		Consolidated summary of points
March 13-20, 2025	Checking of Teacher Reflection Examination	Division Screening Committee	Teacher Reflection Form
March 21, 2025	Submission of result of Teacher Reflection Examination	Division Screening Committee	Result of Teacher Reflection Examination
March 24-28, 2025	Final Review, Consolidation and Finalization of Points/Ratings	HRMPSB/DSC Secretariat	Master list Copy of Teacher Applicants
March 31, 2025	Submission of Complete and final result of the Master list/RQA to the SDS	HRMPSB/DSC Secretariat	Master list Copy of Teacher Applicants RQA for Elem RQA for JHS RQA for SHS RQA for IP Applicants
April 1-2, 2025	Approval of the RQA	SDS	Registry of Qualified applicants for Elem, JHS, SHS, IP
April 5, 2025	Publication of the RQA	ITO/HRMPSB	Registry of Qualified Applicants (RQA) for Elem, JHS, SHS, IP

2. Applicants are required to register and fill up the information needed at <https://bit.ly/Teacher1Registration2025> after submitting the hard copies of your documents to schools, to maintain the final list of applicants for Teacher I (**Link will be opened on February 6, 2025**)

3. All interested applicants are advised to submit their application letter to only one (1) of their prospective schools with the following attachments arranged with Table of Contents and Ear tabs to facilitate an easy access of documents during the assessment:

- A. Letter of intent addressed to the Schools Division Superintendent,
- B. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- C. Photocopy of valid and updated PRC License/ ID, if applicable
- D. Photocopy of Certificate of Eligibility/ Rating, if applicable
- E. Photocopy of scholastic/ academic record such as but not limited of Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if applicable;
- 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. Checklist of Requirements and Omnibus Sworn Statement of the Certification of the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012)

4. All Teacher 1 Applicants will be assessed based on DepEd Order 007, s.2023 Re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education and DepEd Order 021, s.2024 Re: Amendments to DepEd Order No. 007, s.2023.
5. The following are the composition of the School Screening Committee/District Screening Committee, and Division Selection Committee.
- a. School Screening Committee/District Screening Committee (SSC)

Position	Kinder/Elem School/District	Junior HS	Senior HS
Chairman:	School Head/District Head	School head	School Head
Members:	School Head	Dept. head	Dept. Head
	School Head	A Master Teacher/Teacher from identified learning areas to be filled-up	Master Teacher/Teacher from identified learning areas to be filled-up
	School Head	A Master Teacher/Teacher from identified learning areas to be filled-up	Master Teacher/Teacher from identified learning areas to be filled-up
	President of Teacher Org/District Org.	A Master Teacher/Teacher from identified learning areas to be filled-up	Master Teacher/Teacher from identified learning areas to be filled-up
Secretariat	School/District ADAS/Administrative Officer II		

b. Division Screening Committee (DSC)

POSITION	KINDER/ELEMENTARY	IP	SECONDARY (JHS)	SECONDARY (SHS)
Chairman:	Adonis C. Ceperez EdD, CESE			
Vice-Chair:	Romulo S. Ancheta PhD Maricel Franco PhD			
Head Member	Nimfa Norie Aquino PhD	Ma. Concepcion Absalon PhD	Ronnie Bibas EdD	Orlando Vicente PhD
Members	Dindo John Moreno PhD	Ma. Olivia M. Brazil	Macrino Raymundo PhD	Bermelita Guillermo PhD
	Hilda Aragon PhD	Roger Sebastian PhD	Wilhelmina Castro PhD	Melanie Asuncion PhD
			Florence Esparrago	Rommel De Gracia PhD
Track Representative	Noli Mar Navarro PhD Ezekiel Garing			
Secretariat:	Princess Aquitania Mark Denver Gregorio			

	<p>Mark Denver Gregorio Jeremy Fronda Roscar Jayson Sulio Jovy Panganiban Erlinda Roduta Administrative Officer II</p>
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**DIVISION SELECTION SUB-COMMITTEES IN-CHARGE OF DEMONSTRATION
TEACHING AND TEACHER REFLECTION**

Kindergarten

Focal Person	Hilda Aragon PhD
Members	Trecy Ucol Kevin Marf Saquing

Elementary

SOUTHERN		NORTHERN	
Focal Person	Dindo John H. Moreno PhD	Focal Person	Nimfa Norie A. Aquino PhD
Members	Marites Esnara Mia Ingusan	Members	Avigayle Olaya Mayda Valdez

Junior High School

SOUTHERN		NORTHERN	
Focal Person	Wilhelmina Castro PhD	Focal Person	Ronnie Bibas EdD
Members	Jhonny Pagaduan Roselle Mendoza	Members	Maria Leonora Cortado Michael Raymundo

Senior High School

SOUTHERN		NORTHERN	
Focal Person	Orlando Vicente PhD	Focal Person	Bermelita Guillermo PhD
Members	Luviminda Cordero Alvin Culanag	Members	Noemi Bulan Osmundo Espejo

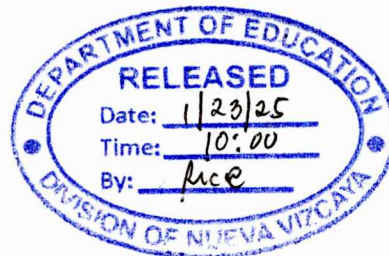
Teacher Reflection Form	All Education Program Supervisors
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6. All members of the School Screening Committee are advised to use the RQA Template provided by the HRM Office for the consolidation of reports to facilitate consistency in assigning points. **(Forms will be downloaded to a google drive for easy access)**
7. For further information as regards to the retention and updating of points, additional guidelines on demonstration teaching and concerns of applicants from Private Schools, please see attached **CONTEXTUALIZED GUIDELINES ON THE ASSESSMENT OF TEACHER I APPLICANTS.**
8. Widest dissemination of this memorandum is highly enjoined.


ORLANDO E. MANUEL PhD, CESO V,
Schools Division Superintendent

References:

DepEd Order No. 007, s. 2023



**SCHOOLS DIVISION OF NUEVA VIZCAYA CONTEXTUALIZED GUIDELINES
ON THE ASSESSMENT OF TEACHER-I APPLICANTS**

The following guidelines does not intend to alter any information and guidelines provided under DepEd Order No. 003, s.2024. It only serves as an additional information to facilitate the smooth and more organized conduct of Teacher I Assessment of SDO Nueva Vizcaya.

RETENTION OF SCORES

- a) Applicants from the latest Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) may request for the retention of their points from the latest assessment provided that, they submit a letter of intent within three (3) weeks after the posting of the herein memorandum, at the Human Resource Management Office (HRMO) through the records section, addressed to the Schools Division Superintendent, Attention: HRMPSB.
- b) Applicants who wish to retain their points and request to transfer from Junior High School to Senior High School or vice versa, or from Junior/Senior High School to Elementary, may be allowed provided that they are qualified under the Qualification Standards of the position. Review of points shall be done to align with the assessment guidelines.
- c) For the retention and transfer of points, applicants should submit a copy of their approved Certificate of Rating obtained from the HRM Office to one of their chosen schools together with their approved letter of intent.

A. UPDATING OF POINTS

- a) Applicants from latest Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) may request for the updating of their points provided that, a request letter for the updating of points will be submitted to the HRMO through the Records Section within three (3) weeks after the posting of the herein memorandum, addressed to the Schools Division Superintendent, Attention: HRMPSB.
- b) Applicants should indicate in their letter what criteria/s they wish to update and attach necessary documents to support the request.
- c) Applicants should obtain a copy of the approved Certificate of Rating from the HRMO and attach said document to their approved request letter and pertinent documents before submitting to one of their chosen schools.

B. DEMONSTRATION TEACHING

- a) For demonstration teaching, since actual classroom demonstration teaching will be done with the participation of learners in schools, the school head will provide the topic to be discussed by the teacher applicant to avoid disruption of classes.
- b) Demonstration teaching should not be done in only one school or in Central Schools only, there should be 2 or 3 schools in the district to handle the demonstration teaching to avoid disruption of classes.
- c) Observers for the demonstration teaching should be composed of Two (2) Master Teachers and one (1) school head. If there are not enough Master Teachers as observers, the school head may do clustering.
- d) Applicants who will undergo demonstration teaching should prepare three (3) copies of their lesson plan and bring necessary tools and materials for their demonstration.
- e) Applicants who fail to report on the scheduled date of demonstration teaching will no longer be rescheduled.

C. APPLICANTS FROM PRIVATE SCHOOLS

- a) Applicants from the Private Schools should obtain permission from their school heads to join the assessment to prevent unauthorized exit and breach of contract.

Should there be any clarification/s regarding the above guidelines, kindly contact the HRMO through email address nv.hrmo@deped.gov.ph


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent *epb*

01-2025-09 *ar*

Reference:

DepEd Order No. 007, s.2023

DepEd Order No. 021, s.2024