



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM

No. **178** s. 2023

**ANNOUNCEMENT OF RECRUITMENT, EVALUATION AND HIRING OF TEACHER
1 APPLICANT AT THE ELEMENTARY AND SECONDARY LEVEL
FOR SCHOOL YEAR 2023-2024**

To : Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
HRMPSB Members
All Other Concerned


1. SDO Bulacan announces the Recruitment, Selection and Appointment of Teacher I applicants at the Kindergarten, Elementary and Junior High School for School Year 2023-2024.
2. The whole process of the recruitment and evaluation shall commence from May 02, 2023 to July 30, 2023 in conformity with the provisions of DepEd Order No. 19, s. 2022 titled DepEd Merit Selection Plan and DepEd Order No. 007, s. 2023 titled Guidelines on Recruitment, Selection and Appointment in the Department of Education. Likewise, schedule of activities shall be posted thereafter.
3. All interested applicants whether internal or external to DepEd, shall submit the following documentary requirements to the respective School Principals/OICs of elementary and secondary nearest their residences or of their choice until May 15, 2023. The school may accept online applications however, applicants shall also submit in hard copy at least 1 week before the deadline for verification:
 - a. Letter of Intent addressed to the Head of Office
 - b. Duly accomplished PDS (CSC Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID;
 - d. Photocopy of Certificate of Eligibility/Rating;
 - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records 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 latest appointment, if applicable;





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- i. Photocopy of Performance Rating in the last rating period/s covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by authorized official; and
 - k. Other documents as may be required by the HRMPSB for comparative assessment including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.
4. SDO Bulacan provides equal employment opportunity to all qualified applicants who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability religion, ethnicity or political affiliations and of the positions.
5. Individuals who failed to submit complete mandatory documents on the set deadline shall not be included in the pool of official applicants.
6. Immediate and wide dissemination of the content of this Memorandum is earnestly enjoined.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent *H*

April 25, 2023
HRMPSB

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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 (MOVs) 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 consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic 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 authenticated so as to be usable for subsequent reference.