



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

DIVISION MEMORANDUM
No. 198s. 2023

**SCHEDULE OF ACTIVITIES IN RECRUITMENT, SELECTION AND
APPOINTMENT (RSA) FOR TEACHER 1 POSITIONS
IN THE ELEMENTARY AND SECONDARY LEVELS**

TO : Asst. Schools Division Superintendents
Division Chiefs
Education Program Supervisors
HRMPSB Members
Public Schools District Supervisors
Elementary and Secondary School Heads/OICs
All Others Concerned

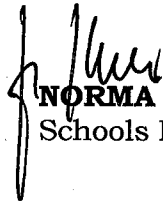
1. Anent to Division Memorandum No. 178, s. 2023, on the Announcement of Recruitment, Evaluation and Hiring of Teacher I Applicant at the Elementary and Secondary (Junior and Senior High Schools) Levels for SY 2023-2024, this Office announces the detailed schedule of activities that will commence from May 02, 2023 to July 30, 2023.
2. 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.
3. The Division Comparative Assessment Result of the Registry of Qualified Applicants (CAR-RQA) certified and signed by the Division Selection Committee and approved by the Schools Division Superintendent is the only official list to be used as basis for hiring and placement of teacher-applicants for SY 2023-2024.
4. In adherence to the implementation of the said policy the following Enclosures are attached for references:
 - I. Timetable and processes on Recruitment and Selection Activities;
 - II. Members of the District HRMPSB, EDDIS HRMPSB, and Division HRMPSB; and
 - III. Enclosure No. 2, s. to Deped Order No. 007, s. 2023 on the Criteria and Point System for Hiring Teacher I Positions.





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5. All school heads both from elementary and secondary schools (Junior High School and Senior High School) are instructed to inform the teacher-applicants of the contents of this Memorandum.
6. Applicants from private schools and other higher educational institutions shall submit their clearances and certification of employment prior to hiring and deployment.
7. Immediate and widest dissemination of this memorandum is desired.


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

May 09, 2023
HRMPSB





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Enclosure No. I to Division Memorandum No. , s. 2023

Schedule of activities on Recruitment and Selection processes for Elementary Level (including Kindergarten and IP teachers)

Dates	Activities	Venues	Personnel Involved
May 2, 2023	Information Dissemination on Recruitment, Selection and Appointment of Teacher-Applicants to Teacher I Positions	Posting of Division Memorandum to Website and schools' announcement/bulletin boards	Division HRMPSB School Heads
May 1 – 15, 2023	Submission of Application Documents of Teacher-Applicants (Accomplishment of Checklist of Requirements by the Teacher-Applicants, and Initial Evaluation Result (IER) by the Schools' HRMPSB, Annex C and Annex D of DO No. 7, s. 2023)	All Elementary Schools	Schools' HRMPSB
May 16 – 19, 2023	Division-Wide Orientation on MSP and RSA among school heads, Administrative Officers, and other members of the Schools' HRMPSB	Select venues as identified by the EDDIS Chairs – PSDSs Group	Schools'/ Districts' and Division HRMPSB
May 26, 2023	Online Orientation of the Guidelines on MSP and RSA for Teacher I - Applicants	https://bit.ly/3NnnEFU 1:00 – 5:00PM	Teacher I – Applicants Division HRMPSB
May 25, 2023	Final Meeting of PSDSes, Select School Heads, and Master Teachers on the conduct of Demonstration Teaching and preparation of Teacher Reflection	https://bit.ly/3Md8thC 1:00PM	Division HRMPSB Schools'/ Districts' HRMPSB Education Program Supervisors, Public Schools



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			District Supervisors, Select Master Teachers
May 16 – 26, 2023	Initial Evaluation and Validation of Teacher-Applicants' Documents (Accomplishment of Individual Evaluation Sheet (IES) Annex G-1 of the DO No. 7, s. 2023)	Central Schools	Districts' HRMPSB
May 27 – June 2, 2023	District Sub-Level Consolidation of Documents (Accomplishment of Annex I-I of DO No. 7, s. 2023)	Central Schools	Districts' HRMPSB
June 5 - 6, 2023	Submission of Documents to SDO	ASDS Cecilia E. Valderama, PhD.	Districts' HRMPSB Division HRMPSB
June 7 – 16, 2023	Division Level Evaluation	SDO Conference Hall	Districts' HRMPSB Division HRMPSB
June 19 - 23, 2023	Demonstration Teaching	Central Schools	Districts' HRMPSB
July 3 – 7, 2023	Preparation of Teacher Reflection	Central Schools	Districts' HRMPSB
July 10 – 14, 2023	Finalization of the RQA and Deliberation on the Results of the RQA BI (as needed) (Accomplishment of Annex H of DO No. 7, s. 2023)	SDO Conference Hall	Division HRMPSB
July 17 – 21, 2023	Information dissemination on the Certification on Scores Obtained of Teacher- Applicants through sending emails (with the use of Annex G-I of DO No. 7, s. 2023)	Website/through emails	Division HRMPSB Secretariat



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July 21 onward, 2023	Posting of the Registry of Qualified Applicants in the SDO Website and Bulletin Board (Accomplishment of Annex I-I of DO No. 7, s. 2023)	SDO Website, and Bulletin Board	Division HRMPSB
July 31, 2023	Preparation of Deployment Reports and Hiring of Teachers (subject to the availability of Teacher I Items)	-	Division HRMPSB



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Enclosure No. II to Division Memorandum No. 198, s. 2023

**Schedule of activities on Recruitment and Selection processes for Secondary Level
(both Junior HS and Senior HS)**

Dates	Activities	Venues	Personnel Involved
May 2, 2023	Information Dissemination on Recruitment, Selection and Appointment of Teacher-Applicants to Teacher I Positions	Posting of Division Memorandum to Website and schools' announcement/bulletin boards	Division HRMPSB School Heads
May 1 – 15, 2023	Submission of Application Documents of Teacher-Applicants (Accomplishment of Checklist of Requirements by the Teacher-Applicants, and Initial Evaluation Result (IER) by the Schools' HRMPSB, Annex C and Annex D of DO No. 7, s. 2023)	All Secondary Schools (both Junior HS and Senior HS)	Schools' HRMPSB
May 16 – 19, 2023	Division-Wide Orientation on MSP and RSA among school heads, Administrative Officers, and other members of the Schools' HRMPSB	Select venues as identified in the Memorandum	Schools' / EDDISs' and Division HRMPSB
May 23, 2023	Online Orientation of the Guidelines on MSP and RSA for Teacher I - Applicants	https://bit.ly/3McZAVr at 9:00AM	Teacher I – Applicants Division HRMPSB
May 24, 2023	Final Meeting of DEPSs, Select School Heads, Head Teachers, and Master Teachers on the conduct of Demonstration Teaching and preparation of Teacher Reflection	https://bit.ly/3NRGKo0 at 9:00AM	Division HRMPSB Schools' / EDDISs' HRMPSB Education Program Supervisors



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			Select Head Teachers and Master Teachers
May 16 – 26, 2023	Initial Evaluation and Validation of Teacher-Applicants' Documents (Accomplishment of Individual Evaluation Sheet (IES) Annex G-1 of the DO No. 7, s. 2023)	Identified Big high schools within the EDDIS	EDDIS HRMPSB
May 29 - 31, 2023	Submission of Documents to SDO	ASDS Zurex Bacay, PhD.	EDDIS HRMPSB Division HRMPSB
June 5 - 23, 2023	Demonstration Teaching and Preparation of Teacher Reflection	Identified Big high schools within the EDDIS	EDDISs' HRMPSB
June 26 - 30, 2023	Finalization of EDDIS List of Teacher- Applicants with their corresponding scores (Accomplishment of Annex I-I of DO No. 7, s. 2023)	SDO Conference Hall	EDDISs' HRMPSB
July 3 – 7, 2023	Finalization of the RQA and Deliberation on the Results of the RQA BI (as needed) (Accomplishment of Annex H of DO No. 7, s. 2023)	SDO Conference Hall	Division HRMPSB
July 10 – 14, 2023	Information dissemination on the Certification on Scores Obtained of Teacher- Applicants through sending emails (with the use of Annex G-I of DO No. 7, s. 2023)	Website/through emails	Division HRMPSB Secretariat
July 17, 2023	Posting of the Registry of Qualified Applicants in the SDO Website and Bulletin Board (Accomplishment of Annex I-I of DO No. 7, s. 2023)	SDO Website, and Bulletin Board	Division HRMPSB



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July 31, 2023	Preparation of Deployment Reports and Hiring of Teachers (subject to the availability of Teacher I Items)	-	Division HRMPSB
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Enclosure No. III to Division Memorandum No. , s. 2023

**Members of the Human Resource Merit Promotion and Selection Board
(HRMPSB)**

Division Level	
Elementary Level	
Chairperson	Cecilia E. Valderama, PhD. Assistant Schools Division Superintendent
Members	Cecilia S. Custodio, PhD. Chief of the Schools Governance and Operations Division Gregorio C. Quinto, Jr. EdD. Chief of the Curriculum Implementation Division Josefina Pedroche Administrative Officer V Victoria Madrigal Administrative Officer IV (HRMO) Charito Laggui, PhD. President – Association of the Elementary Principals Secretariat: Garry Salamat Precila Magpayo Hana Hernandez (OSDS - Personnel Unit)
Secondary Level (JHS and SHS)	
Chairperson	Zurex T. Bacay, PhD. Assistant Schools Division Superintendent
Members	Cecilia S. Custodio, PhD. Chief of the Schools Governance and Operations Division Joel Vasallo, PhD. Education Program Supervisor, TVL/TLE/SHS Focal Person Josefina Pedroche Administrative Officer V Victoria Madrigal Administrative Officer IV (HRMO) Cesar Valondo, PhD. President – Association of the Elementary Principals Secretariat: Fresly John Corpuz Maribel Enriquez April Roldan (OSDS - Personnel Unit)



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Districts' HRMPSB (Elementary Level)

EDDIS	Chairperson	EDUCATION	TRAINING	EXPERIENCE	LET
1	Alexander A. Adonis, PhD	Ana-Liza E. Villanueva, EdD	Alexander A. Adonis, PhD	Priscilla Sm. Navarro, EdD	Alexander Cruz, PhD
2	Irene L. Elizalde, PhD	Jennifer E. Quinto, PhD	Raquel D. Salazar	Dulce Regina C. Flores, EdD	Irene L. Elizalde, PhD
3	Guillermo J. Flores, EdD	Guillermo J. Flores, EdD	Ma. Nina P. Avendaño, PhD	Daniel V. Ortega, PhD	Myra S. Dorega, PhD.
4	Maximo C. Herrera, EdD	Anabell R. Palomo, PhD.	Gilbert M. Agapito	Maximo C. Herrera, EdD	Anabell R. Palomo, PhD.
5	Jonar David, EdD.	Ma. Neriza F. Fanuncio, EdD.	Lorelina G. Sierra, EdD	Teresita B. Alquiza, PhD	Esperanza F. Perez, EdD
6	Priscilla Illiscupidez, EdD.	Lorelina G. Sierra, EdD	Cecilia P. Buenaventura, EdD	Angelita C. Baltazar	Marilou V. Cruz, PhD

Sub-Level Committee:

In – Charge of COT are select School Heads, and Master Teachers to be chaired by the Public Schools District Supervisors by Subject Areas

In – Charge of Reflective Writing are as follows:

Paul J. Candelaria
Nora G. Manalo, Ph. D.
Marquez T. Cartel
Marisa V. Ortega

Willian Ortega
Carlito G. dela Cruz Ph. D
Anne P. Castillo, PhD.
Rafael Rubio, PhD.



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EDDIS' HRMPSB (Secondary Level)

	Chairperson	Members	Members	Members	Members	Members
I	Loida G. Rillera	Felipa DL. Santiago	Antonina D. Santos	Evangeline G. Pangan	Ivy M. Cruz	Lorena M. Sulit
	San Roque NHS	Ramona Trillana HS	San Pedro NHS	San Miguel Meysulao HS	AO San Roque NHS	Pres - Kapitangan HS
II	Ma. Regina M. Lopez	Rolando B. Reyes, Jr.	Edilberto C. Ramos	Jaypee DS. Armenon	Alvin S. Cruz	Rona R. Mendoza
	Dr. Feipe de Jesus MHS	JJMMHS	Sullivan NHS	Aguinaldo J. Santos HS	Cambaog HS	Pres - Dr. Felipe de Jesus MHS
III	Odette V. Espiridion	Ernesto P. Dizon, EdD.	Joy Franklin F. Catimbang	Melannie T. Sangoyo, PhD.	Larisse L. Jose	Ma. Crispina Sy
	Lydia D. Villangca TS	San Miguel National HS	Laura De Leon Halili HS	Akle HS	Lydia D. Villangca TS	Pres - Carlos F. Gonzales HS
IV	Neri L. Dizon	Clifford Sinsuan	Rosario Villanueva, EdD.	Marciano V. Cruz, Jr.	Vicente Capiral Jr.	Abelardo Miranda
	Obando NHS	Obando School of Fisheries	Prenza National HS	AFGBMTS	Obando NHS	Obando NHS
V	Maria Lourdes L. Ramos	Daisy DJ Miranda	Jennet Manalo	Irene Velasco	Luz Serrano	Juan Paulo Bernanrdo
	F. C Lipana HS	Gat. Francisco Balagtas HS	Lolomboy NHS	Batia HS	Bunsuran NHS	Pres - Batia HS
VI	Ceanceno M. Espiritu, Jr. PhD	Michael C. Samson	Monaliza D. Casquero	Eliseo C. dela Cruz	Christine Lynnore M. Democrito	Edison L. Payumo
	Norzagaray NHS	SHS	Sta. Cruz HS	Angel del Rosario MHS	Norzagaray NHS	Pres - Norsagaray NHS

Sub-Level Committee: In – Charge of COT and Reflective Writing are select School Heads, Head Teachers, and Master Teachers per Learning Areas to be supervised by the Education Program Supervisors by Subject Areas

Schools' HRMPSB (for both Elementary and Secondary Levels)

Chairperson: School Head

Members: 3 personnel either head teachers (in case of secondary schools), master teachers, grade level teachers, or subject coordinator teachers; Administrative Officer, and President of the Teachers' Association



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