



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the School Division Superintendent

February 20, 2023

DIVISION MEMORANDUM

No. 95 s. 2023

**CALL FOR SUBMISSION OF DOCUMENTS FOR TEACHER I
 POSITIONS FOR SCHOOL YEAR 2023-2024**

TO : OIC-Assistant School Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Public Schools District Supervisors/PICD
 Public Elementary and Secondary School Heads
 This Division

1. The Department of Education Division of Dapitan City announces the submission of documents for Teacher I position for School Year 2023-2024.
2. In compliance with DepEd Order No. 19, s. 2023, Merit Selection Plan (MSP) or the New Recruitment, Selection and Placement guidelines, all interested applicants may submit their applications folders to their preferred schools.
3. The School Screening Committee is advised to accept documents for evaluation for Teacher I positions beginning February 23, 2023 to March 20, 2023.
4. Below are the required documents for submission.

	Basic Documentary Requirements	No. of Copies
A.	Letter of intent addressed to the Head of Office	1 copy
B.	Duly accomplish Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable.	3 copies
C.	Photocopy of valid and updated PRC License/ID, if applicable	1 copy
D.	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 applicable	1 copy
F.	Photocopy of Certificate/s of Training, if applicable	1 copy
G.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable	1 copy
H.	Photocopy of latest appointment, if applicable	1 copy
I.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable	1 copy



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Department of Education
 Division of Dapitan City
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J.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Date Privacy Consent Form)	1 copy
K.	Other documents as may be required for comparative assessment	1 copy each
	Means of Verification (MOV's) showing Outstanding Accomplishment, 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	

5. Please be informed that items **A to J are mandatory requirements**. Failure to submit such means non-inclusion in the pool of official applicants.

6. Expenses of the Division Selection Committee relative to the different activities shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

7. Please register online before submitting your documents to your preferred school with this link: bit.ly/Teacher_Applicant_Form

8. Deadline of Submission will be on March 20, 2023 at 5:00 pm

9. This office espouses Equal Employment Opportunity Principle to all interested applicants regardless of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

10. Immediate dissemination of and strict compliance with this Memorandum is directed.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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