



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

Office of the Schools Division Superintendent

April 24, 2024

DIVISION MEMORANDUM  
No. 0097 s. 2024

**REVISED TIMELINES ON THE RECRUITMENT, EVALUATION AND SELECTION OF  
TEACHER APPLICANT FOR KINDERGARTEN, ELEMENTARY AND JUNIOR &  
SENIOR HIGH SCHOOL FOR SY 2024-2025**

To: Assistant Schools Division Superintendent  
Chief, Schools Governance and Operations Division  
Chief, Curriculum Implementation Division  
Public Elementary and Secondary School Heads  
Members of the School Screening Committee (SSC)  
Members and Secretariat of the  
Division Human Resource Management Officer  
Teacher-Applicants of SY 2024-2025  
All Concerned

1. Below is the revised timelines on the recruitment, evaluation, and selection of teacher I applicants for kindergarten, elementary and Junior & Senior High School for SY 2024-2025, to wit:

Date	Activity
April 8-19, 2024	Online Pre-registration of teacher 1 applicants for kindergarten, elementary and Junior & Senior High School
April 22, 2024	Orientation/ RE-orientation of the Human Resource Merit and Promotion Selection Board (HRMPSB) Sub Committee Members Venue at the CID Office @ 1:00 PM
April 25 & 26, 2024	Orientation of the School Screening Committee (Face to Face) Venue: Library Hub (LRMDS Office) Panabo Central ES SPED Center Panabo Central District Panabo City  <b>April 25, 2024 @ 1:30 p.m.</b> (Participants are Members of the School Screening Committee of Panabo Central and Panabo North Districts)



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	<b>April 26, 2024 @ 1:30 p.m.</b> (Participants are Member of the School Screening Committee of Panabo South District I and II and Secondary Schools)
April 29-30, 2024	Face to Face Orientation of Teacher Applicants Venue: Library Hub (LRMDS Office) Panabo Central ES SPED Center Panabo Central District Panabo City
April 30 – May 7, 2024	Submission/ uploading of documents of teacher-applicants on PACERS
May 7, 2024	Deadline for the submission/ uploading of documents of teacher-applicants on PACERS (Until 12:00 midnight)
May 8, 2024	Deadline for the submission of the original documents of teacher-applicants to the SSC (Until 5:00 P.M. Only)
May 9 – May 12, 2024	Endorsement of application documents thru PACERS by SSC
May 13, 2024	Deadline of the Schools Screening Committee (SSC) in forwarding the documents to the Human Resource Merit and Promotion Selection Board (HRMPSB) Sub Committee Members thru PACERS (until 12 noon only)
May 13, 2024 (5:00 p.m.)	Submission by the SSC of Certificate of Validation (hard copy) of the teacher-applicants documents to Division HRMO. <b>(Attached is the Initial Evaluation Result (IER) of Teacher-applicants for SY 2023-2024 marked as Annex B.</b>
May 1 – 14, 2024	Validation of documents by the Human Resource Merit and Promotion Selection Board (HRMPSB) Sub Committee Members
May 1-7, 2024	Submission of lesson plan with this link: <a href="https://bit.ly/LessonPlan2024">https://bit.ly/LessonPlan2024</a> The teacher-applicants are requested to follow DepEd Order No. 42 s, 2016 entitled Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program in the crafting of the detailed lesson plan. Each applicant shall be given a maximum of 30 minutes teaching demonstration.
May 20-24, 2024	DEMO Teaching and Teacher Reflection (Face to Face)
May 29, 2024	Deadline submission of Demo and teacher reflection rating to the secretariat





Republic of the Philippines  
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Office of the Schools Division Superintendent

April 5, 2024

DIVISION MEMORANDUM  
No. 0074 s. 2024

**TIMELINES ON THE RECRUITMENT, EVALUATION AND SELECTION OF TEACHER  
APPLICANT FOR KINDERGARTEN, ELEMENTARY AND JUNIOR &  
SENIOR HIGH SCHOOL FOR SY 2024-2025**

To: Assistant Schools Division Superintendent  
Chief, Schools Governance and Operations Division  
Chief, Curriculum Implementation Division  
Public Elementary and Secondary School Heads  
Members of the School Screening Committee (SSC)  
Members and Secretariat of the  
Division Human Resource Management Officer  
Teacher-Applicants of SY 2024-2025  
All Concerned

1. Please be informed on the following timelines on the recruitment, evaluation, and selection of teacher I applicants for kindergarten, elementary and Junior & Senior High School for SY 2024-2025, to wit:

Date	Activity
April 8-19, 2024	Online Pre-registration of teacher 1 applicants' for kindergarten, elementary and Junior & Senior High School
April 22, 2024	Orientation/ RE-orientation of the Human Resource Merit and Promotion Selection Board (HRMPSB) Sub Committee Members Venue at the Division Training Center @ 1:00 PM <b>Reference DM No. 008 s. 2024</b>
April 25 & 26, 2024	Orientation of the School Screening Committee (Face to Face) Venue: Library Hub (LRMDS Office) Panabo Central ES SPED Center Panabo Central District Panabo City  <b>April 25, 2024 @ 1:30 p.m.</b> (Participants are Members of the School Screening Committee of Panabo Central and Panabo North Districts)



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May 30, 2023	Consolidation of ratings by the Secretariat
June 10-11, 2024	Confirmation of ratings by the teacher applicants SY 2023-2024
June 17, 2024	Submission of RQA to the Office of the Schools Division Superintendent for approval
June 20, 2024	Posting of RQA at the conspicuous places

2. All other provisions stated in Division Memorandum No. 74 s. 2024 shall remain enforced.
3. Immediate and widest dissemination of this memorandum to all concern is desired.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

closed as Stated  
SEPS for Planning and Research  
DSC Secretariat

**RELEASED**

**APR 24 2024**

RECORDS SECTION, SDO PANABO CITY  
BY



Republic of the Philippines  
**Department of Education**  
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**MINUTES ON THE ORIENTATION/REORIENTATION OF HRMPSB  
SUB COMMITTEE MEMBERS**

April 22, 2024 at CID Office

Start : 1:10 PM  
Opening Prayer : John B. Visillas

**DEPED ORDER NO. 7, S. 2023**

**\*Teacher Reflection Form**

- If proven that answers are copied (online/offline), points will be deducted. This shall be emphasized during the Teacher I applicants' orientation.

**\*Evaluation of Documents**

- Additional supervisors to evaluate the applicants' documents.  
- Evaluation of applicants' master's degree shall be based on units, regardless of its alignment.

**\*Experience**

- Online teaching experience with certificate of employment shall be considered/honored.  
- Teaching in kindergarten shall be considered/honored.  
- Teaching experience abroad shall be honored. Certificate of employment must be presented.

**\*Trainings**

- National Certification Level II (NC II) shall be within 5 years, and NOT expired.  
- Skills acquired from trainings shall be relevant to the applied major, if not, justification shall be presented.

**\*Classroom Observation Protocols**

- Employment of Master Teachers from school as additional classroom observers.  
- Teaching demonstration shall be a minimum of 15 minutes and a maximum of 30 minutes.

**\*Teacher Reflection Form**

- For TRF questionnaires, using of keywords based on the indicators.



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**DIVISION MEMORANDUM NO. 074, S. 2024**

**\*Timeline**

- Prepare corrigendum for the changes in timeline, and for the changes/additional documents evaluators.
- May 20 shall be included in the timeline for teaching demonstration.
- Teaching demonstration and TRF schedule shall be on May 20-24, 2024.
- Validation of document in SSC level c/o school heads. This shall be discussed during MANCOM.

**PACERS**

**\*Uploading of documents to PACERS**

- Replacing of uploaded documents after the deadline – decision shall depend on the evaluator.
- Miss to upload basic documents like PRC ID/uploaded an expired PRC ID shall be considered.
- Miss to upload documents with corresponding ratings shall not be considered.



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