



24-10993

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

Office of the Schools Division Superintendent

August 20, 2024

DIVISION MEMORANDUM
No. 0155 s. 2024

**2nd ROUND - CALL FOR SUBMISSION OF PERTINENT DOCUMENTS
FOR SHS TEACHER APPLICANTS SY 2024-2025 AND THE TIMELINES
OF THE HIRING PROCESS**

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Administrators
Members of the School Screening Committee
Members and Secretariat of Human Resource Merit and Promotion
Board Sub Committee Members
Teacher Applicants for SHS SY 2024-2025
All concerned

1. Please be informed that DepEd Panabo City is now accepting pertinent documents for the 2nd round of SHS Teacher Applicants SY 2024-2025. The deadline of submission of the electronic documents in the Panabo City E-Recruitment System (PACERS) shall be on September 4, 2024. As such, an orientation for teachers' applicants shall be on August 27, 2024 @ 9:00 o'clock in the morning via Microsoft Team with this link: <https://bit.ly/2SHSOrientation2024>.

2. Below are the timelines of activities:

Date	Activity
August 27, 2024	Orientation of Teacher-Applicants Via Microsoft Teams @ 9:00 o'clock in the morning With this link: https://bit.ly/2SHSOrientation2024
August 27, 2024 – September 4, 2024	Submission/Uploading of documents by the teacher applicants on PACERS
August 28, 2024	Orientation of the School Screening Committee (SSC) @ 10:00 AM via Google Meet With this link: https://meet.google.com/rww-abzc-twp



Schools Division Office of Panabo City
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September 4, 2024	Deadline for the submission/uploading of documents by the teacher applicants on PACERS (Until 12:00 midnight)
August 28 – September 8, 2024	Submission of lesson plan with this link: https://bit.ly/2RLPlanSHS2024 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.
September 5, 2024	Deadline for the submission of the original documents of teacher-applicants to the SSC (Until 4:00 P.M. Only)
September 10, 2024	Endorsement of application documents thru PACERS by SSC
September 13, 2024	Deadline of the Schools Screening Committee (SSC) in forwarding the documents to the HRMPBSB Sub-Committee thru PACERS (until 12 noon only)
September 16, 2024	Submission by the SSC of Certificate of Validation (hard copy) of the teacher-applicants documents to Division HRMO. <i>(Attached is the Initial Evaluation Result (IER) of Teacher-applicants for SY 2024-2025 marked as Annex B.</i>
September 16 – 20, 2024	Validation of documents by the Division Selection Committee
September 23-25, 2024	DEMO Teaching and Teacher Reflection (Face to Face)
September 27, 2024	Deadline submission of Demo and teacher reflection rating to the secretariat
September 30, 2024	Consolidation of ratings by the Secretariat
October 1, 2024	Confirmation of ratings by the teacher applicants SY 2023-2024
October 3, 2024	Submission of RQA to the Office of the Schools Division Superintendent for approval
October 4, 2024	Posting of RQA at the conspicuous places

3. The following are the pertinent documents of teacher applicants to be submitted in a green long expanded folder:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished PDS (CSC Form 212 (Revised 2017) with Work Experiences in two copies with the latest 2X2 ID picture and it should be notarized.




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- c. Certified photocopy of valid and updated PRC Professional ID card or a PRC certification showing the teacher's name, LET Rating and other information recorded in the PRC Office, if applicable
 - d. Certified photocopy of ratings obtained in the LET/PBET, if applicable
 - e. Certified 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/degree, if available.
 - f. Photocopy of certificate/s of training, if applicable.
 - g. Photocopy of certificate of employment, contract of service, or duly signed service records, whichever is/are applicable.
 - h. Photocopies of latest appointment, if applicable.
 - i. Photocopy of the 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 (**Annex C**), notarized by authorized official.
4. The Division Information Technology Officer will facilitate the management of the PACERS during the hiring process.
5. For guidance, attached is the DepEd Panabo City E-Recruitment System (PACERS) Flow Chart marked as Annex A.
6. With regards to the confirmation of ratings by the teacher-applicants, all applicants are requested to confirm their applicants rating in the Panabo City E-Recruitment System (PACERS) and log-in using the existing username and password. The PACERS can be accessed at the DepEd Panabo City Division Website with this link: <https://www.depedpanabocity.com>.
7. DepEd Panabo City also adheres to the policy to create equal opportunities for employment to all who are qualified to enter government service and for career advancement in the DepEd, regardless of gender, civil status, disability, religion, ethnicity or political affiliation, pursuant to DepEd Order No. 29, s. 2002 re: Merit Selection Plan of DepEd.
8. For further clarification and guidance, you may coordinate with Ms. Dearly Mae Cabote, HRMPSB Sub Committee Secretariat with cell phone number 0930-008-3526.
9. All expenses incurred by the schools are chargeable against School MOOE/Local Funds while expenses on meals and snacks and other incidental expenses incurred by the division are chargeable against Division MOOE/other funds subject to the usual accounting and auditing rules and regulations.



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10. Immediate and widest dissemination of this memorandum to all concern is desired.
11. For strict implementation and widest dissemination.


JINKY B. FIRMAN PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Enclosed as Stated
OSDS/PGR/ESD

RELEASED

AUG 21 2024

RECORDS SECTION-SDO PANABO CITY
BY 

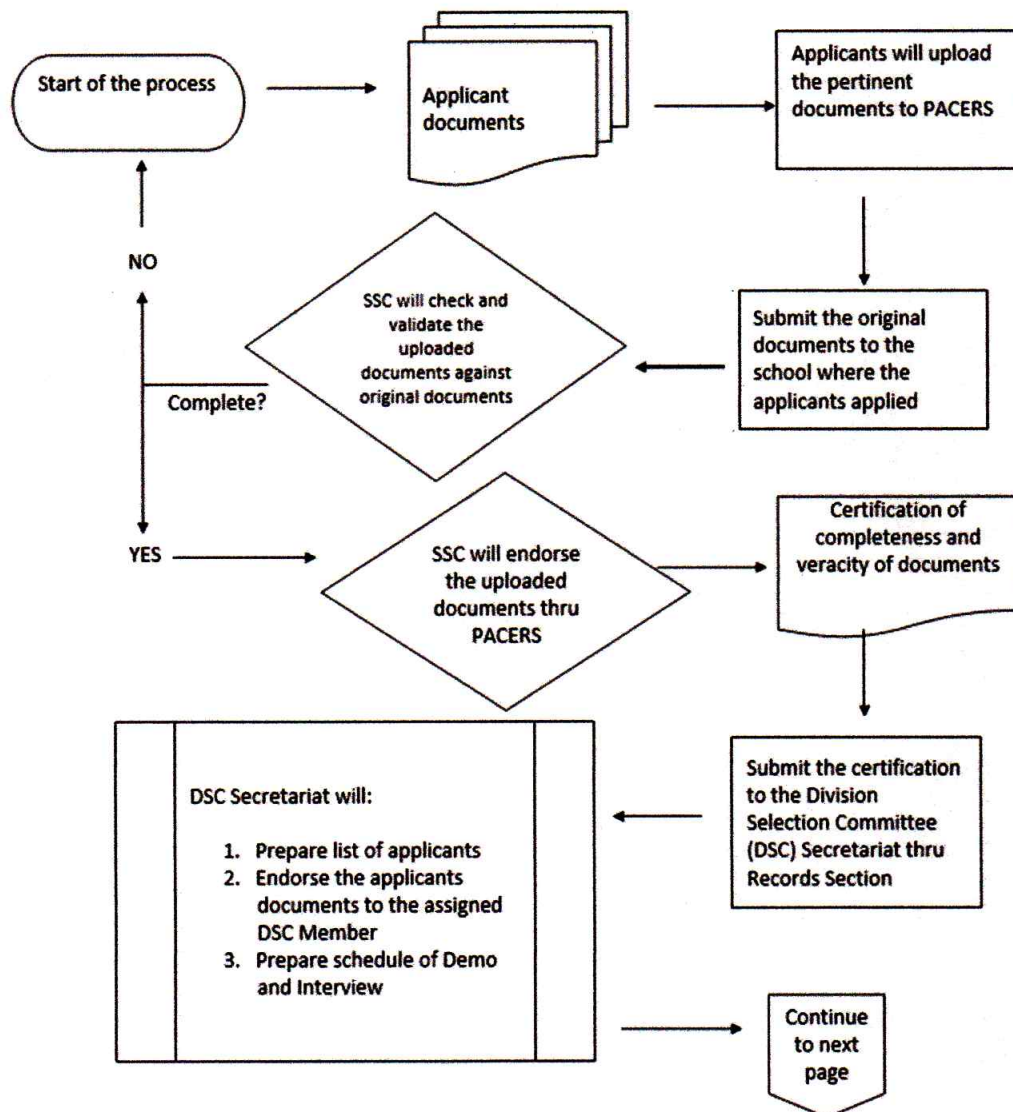


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Enclosure No. 1 of Division Memorandum No. ____ s. 2024

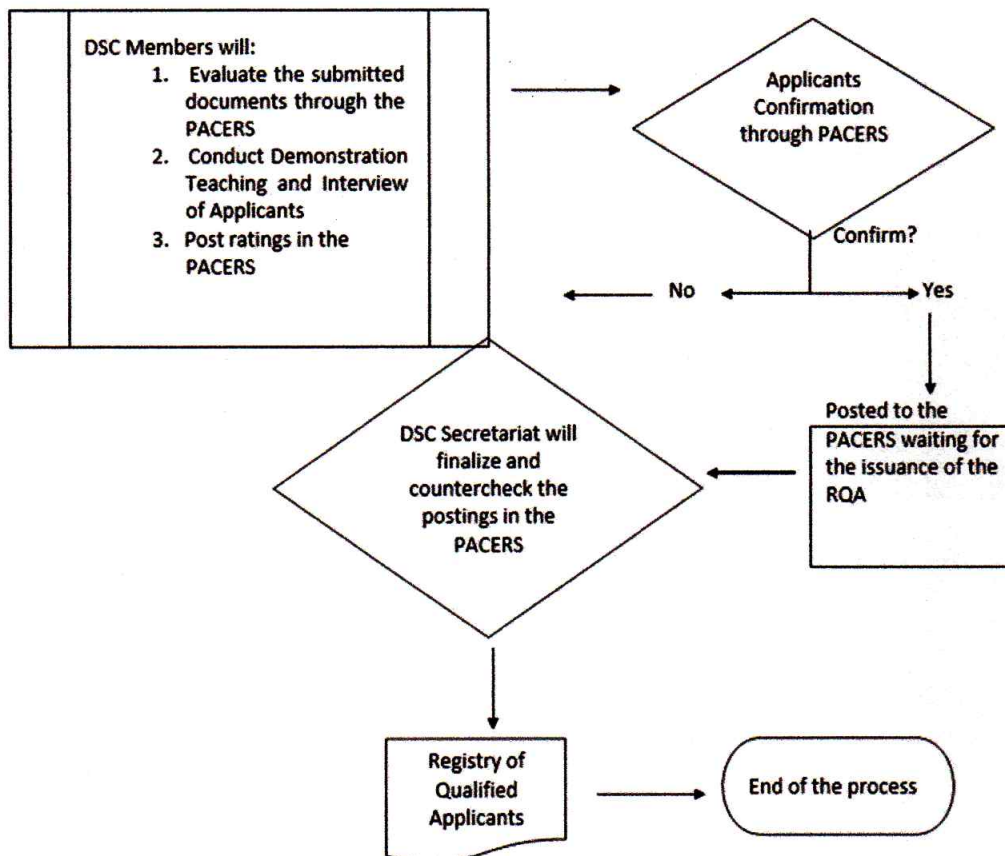
Annex A

DepEd Panabo City E-Recruitment System (PACERS) Flow Chart





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Enclosure No. 2 of Division Memorandum No. ____ s. 2024

Annex B

INITIAL EVALUATION RESULT (IER)

Position: _____
Salary Grade and Monthly Salary: _____
Qualification Standards:
Education _____
Training _____
Experience _____
Eligibility _____

No.	Application Code	Names of Applicant	Personal Information										Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Address	Age	Sex	Civil Status	Religion	Disability	Ethnic Group	Email Address	Contact No.	Title		Hours	Details	Years			
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			

This is to certify that the teacher-applicants' documents uploaded in the PACERS (Panabo City E-Recruitment System) have been validated vis-à-vis to the original documents.

This is to certify further that upon careful checking and validation, all uploaded documents are found to be congruent with the uploaded documents.

This certification is issued to support the endorsement of the applicants' documents through the PACERS.

Done this _____ of September 2024 at _____

School Screening Committee:

Name and Signature of SSC

Date: _____

Name and Signature of SSC

Date: _____

School Head Name and Signature

Date: _____



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Enclosure No. 3 of Division Memorandum No. ___ s. 2024

Annex C

CHECKLIST OF REQUIREMENTS			Annex C
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 (To be filled out by the applicant) (Check if submitted)	Verification (To be filled out by the HRS/CO/TEO Office/sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Fully 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 Fully 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 (MOV) 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 accordance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or signature and as follows: the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document satisfies the integrity and reliability and can be authenticated so as to be usable for subsequent reference.