



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

Office of the Schools Division Superintendent

February 10, 2025

DIVISION MEMORANDUM

No. 0043 s. 2025

**TIMELINES ON THE RECRUITMENT, EVALUATION AND SELECTION OF TEACHER
APPLICANT FOR KINDERGARTEN, ELEMENTARY AND JUNIOR &
SENIOR HIGH SCHOOL FOR SY 2025-2026**

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 2025-2026
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 2025-2026, to wit:

Date	Activity
February 12-14, 2025	Online Pre-registration of teacher 1 applicants for kindergarten, elementary and Junior & Senior High School SY 2025-2026 With this link: https://bit.ly/PreRegistration2025
Feb 18-19, 2025	Face to Face Orientation of Teacher Applicants Venue: Library Hub (LRMDS Office) Panabo Central ES SPED Center Panabo Central District Panabo City February 18, 2025 (8:00 -12:00) Elementary Teacher 1 Applicants: Family Name starting from A to G February 18, 2025 (1:00 -5:00) Elementary Teacher 1 Applicants: Family Name starting from H to Z



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	<p>February 19, 2025 (8:00 - 12:00) Junior and Senior HS Teacher 1 Applicants: Family Name starting from A to J</p> <p>February 19, 2025 (1:00 - 5:00) Junior and Senior HS Teacher 1 Applicants: Family Name starting from L to Z</p>
Feb. 17, 2025	<p>Orientation/ RE-orientation of the Human Resource Merit and Promotion Selection Board (HRMPSB) Sub Committee Members</p> <p>Venue at the Division Training Center</p>
Feb. 20-21, 2025	<p>Virtual Orientation of the School Screening Committee</p> <p>Venue: Library Hub (LRMDS Office) Panabo Central ES SPED Center Panabo Central District Panabo City</p> <p>With this link: https://meet.google.com/rww-abzc-twp Feb. 20, 2025 @ 1:30 p.m. (Participants are Members of the School Screening Committee of Panabo Central and Panabo North Districts)</p> <p>Feb. 21, 2025 @ 1:30 p.m. (Participants are Member of the School Screening Committee of Panabo South District I and II and Secondary Schools)</p>
Feb. 19-23, 2025	Submission/ uploading of documents of teacher-applicants on PACERS
Feb. 23, 2025	Deadline for the submission/ uploading of documents of teacher-applicants on PACERS (Until 12:00 midnight)
Feb. 24, 2025	Deadline for the submission of the original documents of teacher-applicants to the SSC (Until 5:00 P.M. Only)
Feb. 25-28, 2025	Endorsement of application documents thru PACERS by SSC
Feb. 28, 2025	Deadline of the Schools Screening Committee (SSC) in forwarding the documents to the Division Screening Committee (DSC) thru PACERS (until 12 noon only)
March 3, 2025 (5:00 p.m.)	<p>Submission by the SSC of Certificate of Validation (hard copy) of the teacher-applicants documents to Division HRMO.</p> <p>(Attached is the Initial Evaluation Result (IER) of Teacher-applicants for SY 2025-2026 marked as Annex B.</p>
March 4-5, 2025	Validation of documents by the Division Selection Committee





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Feb. 26, 2025	Submission of lesson plan with this link: https://bit.ly/LessonPlan2025 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.
March 10-14, 2025	DEMO Teaching and Teacher Reflection (Face to Face)
March 20, 2025	Deadline submission of Demo and teacher reflection rating to the secretariat
March 24, 2025	Consolidation of ratings by the Secretariat
April 3-4, 2025	Confirmation of ratings by the teacher applicants SY 2023-2024
April 11, 2025	Submission of RQA to the Office of the Schools Division Superintendent for approval
April 22, 2025	Posting of RQA at the conspicuous places

2. The following are the pertinent documents for the kinder, elementary, junior high school and senior high school 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.
 - 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.
3. The Division Information Technology Officer will facilitate the management of the PACERS during the hiring process.





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4. For guidance, attached is the DepEd Panabo City E-Recruitment System (PACERS) Flow Chart marked as Annex A.
5. 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>.
6. 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.
7. For further clarification and guidance, you may coordinate with Ms. Dearly Mae Cabote, DSC Secretariat with cell phone number 0930-008-3526.
8. 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.
9. Immediate and widest dissemination of this memorandum to all concern is desired.

For and in the Absence of the Schools Division Superintendent

BASILIO P. MANA-AY JR, CESO VI
Assistant Schools Division Superintendent
Officer In Charge
Office of the Schools Division Superintendent

RELEASED

FEB 11 2025

RECORDS SECTION SDO PANABO CITY
BY

closed as Stated
SEPS for Planning and Research
DSC Secretariat



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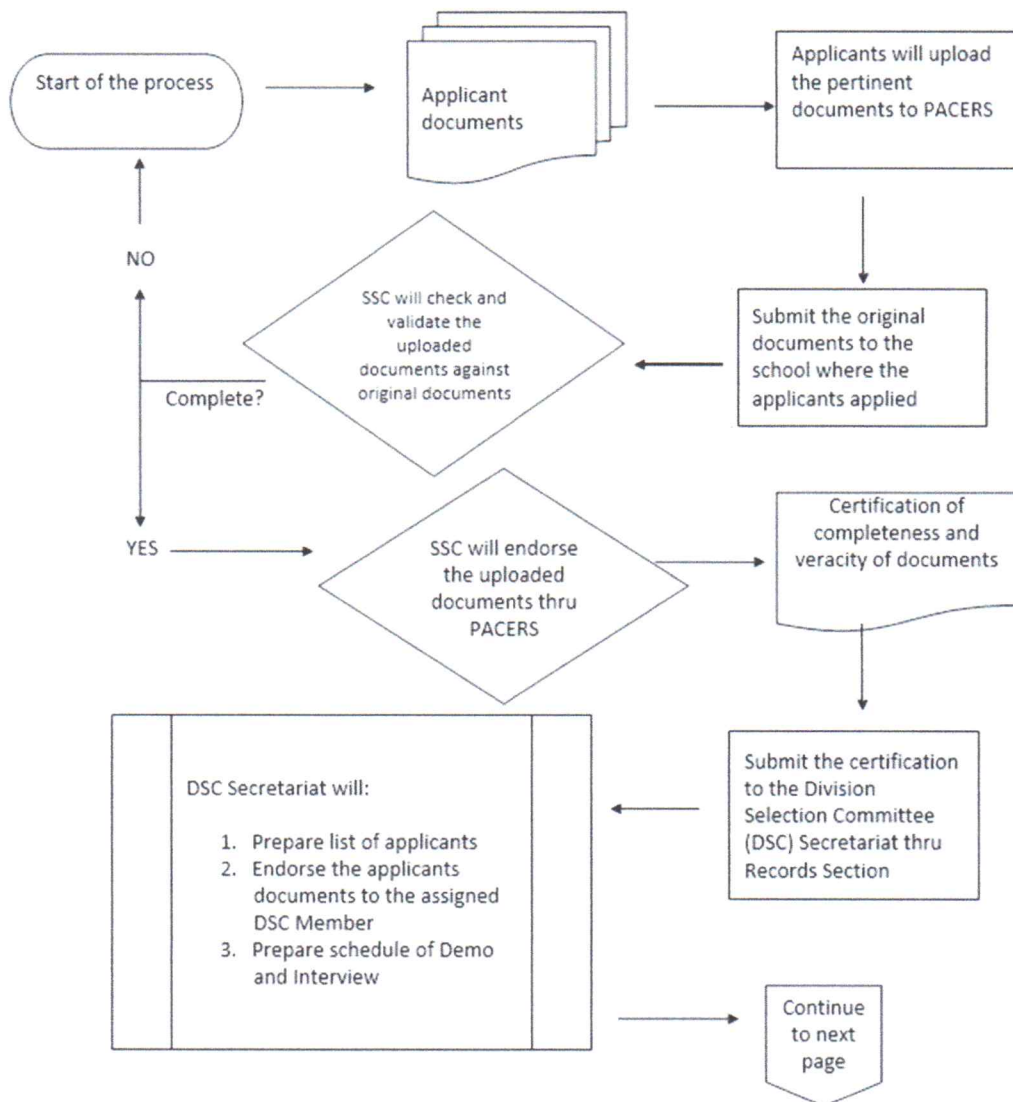


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Enclosure No. 1 of Division Memorandum No. ____ s. 2025

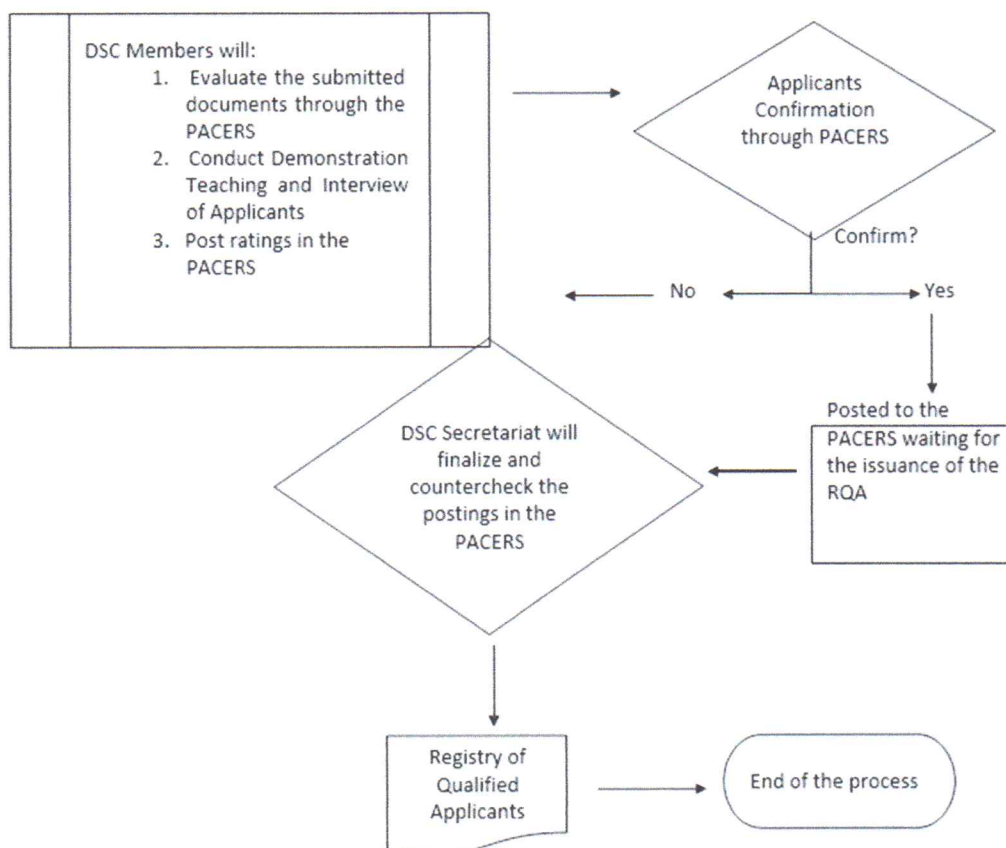
Annex A

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





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Enclosure No. 2 of Division Memorandum No. ____ s. 2025

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 March 2025 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. 2025

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 relevant Office/Institution)		
		Status of Submission (Check if complete)	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 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 measurement, such as but not limited to: Means of Verification (MOV/s) 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 ii) 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 hereafter 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 compliance with Republic Act No. 8792 on the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability in any other manner of signing and/or sealing. For law required a document to be in writing, this requirement is met by an electronic document if the said document document maintains the integrity and reliability and can be authenticated as to be usable for subsequent reference.



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ORIENTATION OF TEACHER APPLICANTS

February 18-19, 2024
Library Hub, Panabo Central ES SPED Center
Panabo Central District

PROGRAMME

Opening Prayer	-	Secretariat
Acknowledgement of Participants	-	Secretariat
Salient Points of DepEd Order No. 7 S. 2022 (Guidelines on Recruitment, Selection, and Appointment of Department of Education)	-	BASILIO P. MANA-AY JR. CESO VI ASDS
PACERS	-	MR. TYRON DUJALI Division IT Officer
HRMPSB Matters	-	Mr. NEO CARLO MAGNO HRMO IV
Open Forum	-	DEARLY MAE CABOTE SDS Secretary

Master of Ceremony

DESIREE BARABAT
Division Nurse

