

**POSTED**



Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

DM No. DS1, s. 2025

JAN 22 2025

TO: Assistant Schools Division Superintendent  
CID Chief and SGOD Chief  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All others concerned

FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **HIRING AND SELECTION OF TEACHER I APPLICANTS FOR SCHOOL YEAR 2025-2026**

Date: **January 21, 2025**

**PARTICULARS**

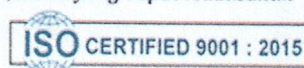
1. Pursuant to DepEd Order No. 007, s. 2023 enclosure 2, this Office hereby announces the acceptance and screening of qualified teacher applicants for Elementary, Junior High School and Senior High School for SY 2025-2026.
2. An applicant in the Elementary and Junior High School shall submit to the head of line school a written application, with the Applicant Number indicated, supported by the following documents;
  - a. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture (Notarized);
  - b. Certified (Authenticated) photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office;
  - c. Certified (Authenticated) photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board for Teachers (PBET);
  - d. Certified copy of transcript of records;
  - e. For those with teacher experience: Service records, performance rating and school clearance. If unavailable, the applicant must submit a justification citing the reason for unavailability;
  - f. Certificates of specialized trainings, if any;
  - g. Certified copy of the Voter's ID and/or proof of residency as deemed acceptable by the School Screening Committee;
  - h. NBI Clearance;
  - i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.



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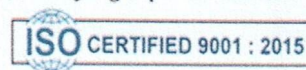
*"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"*

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Reference No. : \_\_\_\_\_



3. While an applicant in the Senior High School shall submit to the SDO or the school head of the Secondary School a written application, supported by the following documents:

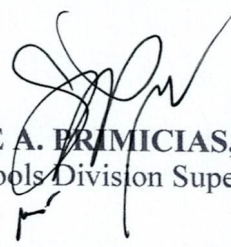
	Applicant for Permanent Positions	Applicants for Part-Time Positions
Mandatory requirements	<ul style="list-style-type: none"> <li>Letter of intent which shall indicated the following information:                             <ol style="list-style-type: none"> <li>Statement of purpose/expression of interest;</li> <li>Subject group he/she intends to teach;</li> <li>Preferred school(s), if any.</li> </ol> </li> <li>CSC Form 212, Revised 2017 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture.</li> <li>Certified photocopy of certificates of relevant specialized trainings, if any.</li> <li>Certified copy of voter's ID and/or any proof of residency.</li> <li>National Bureau of Investigation (NBI) clearance.</li> <li>Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.</li> </ul>	
Additional requirements	<ul style="list-style-type: none"> <li>Certified photocopy of Diploma on bachelor's degree.</li> <li>Certified photocopy of Transcript of Records with at least 15 units in specialization in relevant stand/specialized subject.</li> <li>Certified photocopy of Professional Regulation Commission (PRC) professional ID card/ certificate of registration/license.</li> <li>Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board for Teachers (PBET).</li> </ul>	<ul style="list-style-type: none"> <li>Written approval from his/her head of unit if he/she is currently employed by the national government or local government unit.</li> </ul>
Additional Requirements for TVL teacher-applicants	<ul style="list-style-type: none"> <li>Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course or subject to be taught (e.g. NC III in SMAW-NC-II) or same level if there is no NC level higher. Exemptions are given to applicant for courses with no National Certificate (e.g. Handicraft courses)</li> <li>Certified photocopy of Trainers Methodology Certificate (TMC), of available.</li> </ul>	
Additional Requirements for Arts and Designs and Sports Tracks teacher-applicants	<ul style="list-style-type: none"> <li>Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild</li> </ul>	
Additional requirements for HEI/TVI faculty	<ul style="list-style-type: none"> <li>Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI</li> </ul>	



4. Please use the Color Coded Folders:
  - a. Elementary- Red Folder
  - b. Junior High School-Blue Folder
  - c. Senior High School-Yellow Folder
5. The School Screening Committee (SSC) which is chaired by the School Head with four (4) teachers in Elementary level and four (4) Department Heads or Teachers in different learning areas in the Secondary and three (3) Teachers from the different learning areas as needed based on the school's vacancies and President or authorized representative of the School Governing Council (SC) or Parents-Teachers Association (PTA) for the Senior High School level, shall be responsible for the receipt, verification, certification, and submission of documents to the Division Selection Committee (DSC). The SSCs are expected to discharge the functions specified in the aforementioned DepEd Orders.
6. The schedule of activities shall be as follows:

Activities	Date	In charge/Venue
1. Acceptance of Application	January 13-February 14, 2025	School/SDO
2. Submission of list of applicants with supporting documents by the school heads to the SDO	February 17-21, 2025	School Screening Committee and Division Selection Committee
3. Evaluation/Assessment of Documents	February 24-28, 2025	Division Selection Committee
4. Orientation of Applicants	March 3, 2025	Division Selection Committee
5. Demonstration Teaching and Teachers Reflection Exam	March 4-7, 2025	Division Selection Committee
6. Deliberating/Consolidation of Rating	March 10-21, 2025	Division Selection Committee
7. Preparation of RQA	March 24-28, 2025	Division Selection Committee
8. Submission of RQA to the Schools Division Superintendent	March 31, 2025	Personnel Unit
9. Release and Posting of RQA	April 14, 2025	Records Unit

7. School Heads are encouraged to post announcements in their schools using tarpaulins/infographics and other similar materials to inform the public.
8. Give this Memorandum the widest dissemination.



**SHEILA MARIE A. BRIMICIAS, EDD, CESO VI**  
 OIC-Schools Division Superintendent



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