



Republic of the Philippines  
**Department of Education**

REGION I

**Schools Division Office of Pangasinan II**

**From the Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM NO. 101, s. 2024**

To: **Assistant Schools Division Superintendent  
Chief Education Supervisor (CID)  
Chief Education Supervisor (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
The Division Office HRMPSB  
Teacher I Applicants  
All Others Concerned**

From: **VIVIAN LUZ S. PAGATPATAN, CESO VI**  
OIC – Schools Division Superintendent

Subject: **Call for Applications for Teacher I Positions SY 2024 – 2025**

Date: **February 19, 2023**

**PARTICULARS**

Pursuant to DepEd Order 007, s. 2023 titled “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”, this office hereby announces the commencement of the recruitment and selection of Teacher I applicants for Elementary, Junior High School and Senior High School for the SY 2024 – 2025.

All interested applicants shall submit the hard copy of their pertinent documents on **February 26 – March 7, 2024**.

- Teacher Applicants shall submit **one (1) hard copy** of their pertinent documents to their respective DISTRICTS OFFICES for Elementary Level and MOTHER HIGH SCHOOL OFFICES for Secondary Level.
- The District and Mother High School Offices shall then submit the pertinent documents to the Records Office on March 8, 2024.
- For Secondary Teacher I Applicants please take note of the **COLOR CODING** of the folders to be submitted per Subject Area and per Track:

## JUNIOR HIGH SCHOOL

English – **BLUE**  
Mathematics – **GREEN**  
Science – **ORANGE**  
Araling Panlipunan – **BROWN**

Filipino – **VIOLET**  
MAPEH – ~~WHITE~~  
ESP – **YELLOW**  
TLE – **RED**

## SENIOR HIGH SCHOOL

### ACADEMIC TRACK

Accountancy, Business and Management (ABM) – **GREEN**  
Science, Technology, Engineering, and Mathematics (STEM) – **BLUE**  
Humanities and Social Science (HUMSS) – **BROWN**

### ARTS AND DESIGN TRACK – **VIOLET**

### SPORTS TRACK – ~~WHITE~~

### TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) TRACK

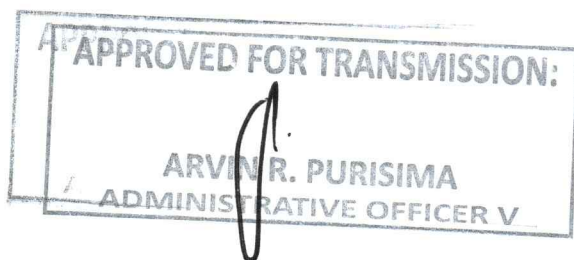
TVL Track: Agricultural-Fishery Arts (AFA) Strand – **RED**  
TVL Track: Home Economics (HE) Strand – **ORANGE**  
TVL Track: Industrial Arts (IA) Strand – **YELLOW**  
TVL Track: Information and Communications Technology (ICT) Strand – **PINK**

Teacher applicants **ARE REQUIRED** to submit the soft copies of their pertinent documents to the following links:

- a. ELEMENTARY/ SPED/ KINDER – <https://bit.ly/Pang2T1-ELEM>
- b. JUNIOR HIGH SCHOOL – <https://bit.ly/Pang2T1-JHS>
- c. SENIOR HIGH SCHOOL – <https://bit.ly/Pang2T1-SHS>

For questions or clarifications, you may contact the office of the Human Resource Management Officer and the office of the Assistant Schools Division Superintendents at [hrmo.pangasinan2@deped.gov.ph](mailto:hrmo.pangasinan2@deped.gov.ph).

For the information and guidance of all.



**CHECKLIST OF REQUIREMENTS**

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/ sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly 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 assessment, such as but not limited to: Means of Verification (MOVs) 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 consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (c)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.