



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

30 Jan 2025

DIVISION MEMORANDUM

No. 051, s. 2025

**ACCEPTANCE OF APPLICATION FOR TEACHER I POSITIONS FOR
SY 2025-2026 (KINDER, ELEMENTARY, JUNIOR HIGH SCHOOL,
AND SENIOR HIGH SCHOOL)**

TO: OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
EPSs and PSDSs
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the acceptance of application for Teacher I positions in the Kindergarten, Elementary, Junior High School (JHS) and Senior High School (SHS) for School Year 2025-2026.
2. The Department of Education SDO Lucena City adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
3. The guidelines for hiring and selection shall be based on the **DepEd Order No. 7 s. 2023 - Guidelines on Recruitment, Selection, and Appointment in the Department of Education** and **DepEd Order No. 21 s. 2024 – Amendments to DepEd Order No. 007 s. 2023**. The criteria are as follows:

CRITERIA	MAXIMUM POINTS POSSIBLE
a. Education	10
b. Training	10
c. Experience	10
d. PBET/LET/PRC Rating	10
e. PPST COIs (Classroom Observation/ Demo Teaching)	35
f. PSST NCOIs (Teacher Reflection)	25
TOTAL	100

4. All applicants shall submit photocopies of **authenticated documents** fastened in long folder with name in front to the schools located in their barangay. In the event that there are no schools in the barangay where the applicant resides, the application may be submitted to the preferred school. USE TAB/DIVIDERS FOR EASY ASSESSMENT AND EVALUATION OF DOCUMENTS for the following:



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ila. Iyam, Lucena City
Contact Nos.: (042) 421-4161/421-4162/421-5137
Email Address: lucena.city@deped.gov.ph
Website: depedlucena.com

- a. Letter of intent addressed to the Schools Division Superintendent:

SUSAN DL. ORIBIANA

Schools Division Superintendent

Division of Lucena City

- b. CSC Form 212 (revised 2017) Personal Data Sheet in two copies with the latest passport size ID picture with signature over printed name;
c. Omnibus Certification of authenticity and veracity of all documents submitted and signed by the applicant (*notarized*).

- d. EDUCATION:

- **Authenticated** Photocopy of Transcript of Records (TOR)
 - Baccalaureate Degree
 - Certificate in Professional Education (18 units), if applicable
 - Transcript of Records in Masteral or Doctoral Degree, if applicable
- **Authenticated** Photocopy of Diploma

- e. TEACHING EXPERIENCE:

- Copies of service record / certificate of employment and school clearance for those with teaching experience
- For volunteer teachers – copy of notarized memorandum of agreement signed by the SDS
- For SHS, relevant industry or work experience may be considered

- f. ELIGIBILITY:

- **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.
- **Authenticated** Photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)

- g. TRAINING:

- Certificate of specialized trainings acquired in the last five (5) years, if any
- For SHS, must be relevant to learning area/ specialization/ strand

- h. OTHER REQUIREMENTS:

- Photocopy of Voter's ID or voter's certificate issued by the COMELEC
- Photocopy of NBI Clearance

5. Applicants shall assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicants. Any false and fraudulent document submitted shall be grounds for disqualification.
6. Only the Letter of Intent, Personal Data Sheet, and Notarized Omnibus Certification (*Annex C*) are required to be submitted in **original** copy. All other

original copy of requirements must only be presented during the open ranking to verify the photocopies of documents submitted.

7. All applicants are **required** to register their information on this link:

<https://tinyurl.com/SDOLucena2025-TeacherRanking>



8. The period of submission will be from **February 6 – February 21, 2025, only.**
9. No additional or supplemental requirements will be accepted once the period of submission is closed. The assessment and evaluation shall be based only on the available documents submitted by the applicants.
10. All teacher applicants whether or not included in the SY 2023-2024 RQA must apply again and adhere to the requirements for application.
11. The School Year (SY) 2024-2025 Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) for Teacher I is still valid until the end of the current school year.
12. The cut-off score for inclusion in the Registry of Qualified Applicants (RQA) is **fifty (50) points.**
13. Attached are the minimum qualification standards for Teacher I, schedule of activities of the selection process, and annexes that can be downloaded at
- <https://tinyurl.com/SDOLucenaRankingForms-Teacher1>
14. Activities related to the entire selection process should strictly follow the existing health and safety protocols.
15. Immediate dissemination of this Memorandum is desired.



SUSAN DL. ORIBIANA
Schools Division Superintendent

A handwritten signature in black ink, appearing to read 'Sb J'.

For the Schools Division Superintendent

A handwritten signature in black ink, appearing to read 'Edenia O. Libranda'.

EDENIA O. LIBRANDA
Chief Education Supervisor
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

Date: Feb. 5, 2025

Enclosure 1: Qualification Standards (QS)
Enclosure 2: Schedule of Activities

Reference: **DepEd Order No. 7 s. 2023** – “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”
DepEd Order No. 21 s. 2024 – “Amendments to DepEd Order No. 007 s. 2023”

OSDS/PER	/	EDK	/	DM - ACCEPTANCE OF APPLICATION FOR TEACHER I POSITIONS FOR SY 2025-2026 (KINDER, ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL)
009	/	01/30/2025		

Enclosure 1**QUALIFICATION STANDARDS (QS)**For Elementary and Junior High School:

POSITION	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Teacher I	For Elementary: Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education For Junior High School: Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)

For Senior High School:

POSITION	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Teacher I	Academic Track: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in relevant strand/subject Sports Track: Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track TVL Track: Bachelor's degree; or completion of technical vocational course(s) in the area of specialization	None Required Sports Track: None Required TVL Track: None Required	None Required Sports Track: None Required TVL Track: At least NC II *Appropriate to the specialization	RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring

Enclosure 2

SCHEDULE OF ACTIVITIES
SELECTION PROCESS FOR TEACHER I APPLICANTS FOR S.Y. 2025-2026

ACTIVITY	DATE	PERSONS INVOLVED
Acceptance of Applicants for Teacher I	February 6 – February 21, 2025	Schools & Applicants
Orientation of AOs on the Database System for Ranking of Teacher I	February 24, 2025	AO IIs, HRMPSB Secretariat
Orientation of HRMPSB and School Heads on the Hiring Guidelines of Teacher I	February 25, 2025	HRMPSB & School Heads
Initial Evaluation of Submitted Documents of the Applicants	February 26-28, 2025	School Screening Committee (SSC)
Orientation of Teacher I Applicants	February 27, 2025	HRMPSB Applicants
Open Ranking: Evaluation of Submitted Documents of the Applicants	March 3-7, 2025	SSC Applicants
Open Ranking: Classroom Observation/Demonstration Teaching	March 10-14, 2025	SSC, PSDS/EPS, Applicants
Open Ranking: Non-Classroom Observation using Teacher Reflection (TRF)	March 18, 2025	SSC, Applicants
Submission of Teacher I Database System of Schools to the Personnel Unit	March 20-21, 2025	SSC, HRMPSB Secretariat
Open Ranking: Division Validation of Ranking Results (ELEM)	March 24 & 26, 2025	HRMPSB & Sub-Committees, SSC, Applicants
Open Ranking: Division Validation of Ranking Results (JHS/SHS)	March 27-28, 2025	HRMPSB & Sub-Committees, SSC, Applicants
Review and Consolidation of Summary of Ratings	March 31- April 3, 2025	HRMPSB Secretariat
HRMPSB & Sub-Committee Deliberation	April 4, 2025	HRMPSB & Sub-Committees, Secretariat
Final Review and Consolidation of Summary of Ratings and Preparation of the CAR-RQA for Teaching Position for S.Y. 2025-2026	April 7-8, 2025	HRMPSB Secretariat
Submission of CAR-RQA to the SDS	April 21, 2025	HRMPSB

Release of CAR-RQA of Teacher I Applicants for S.Y. 2025-2026	April 23, 2025	HRMO & Secretariat
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