



Republic of the Philippines  
**Department of Education**

REGION I  
 SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

SDO ALAMINOS  
**RELEASED**  
 2023-07-31  
 RECORDS UNIT

**DIVISION MEMORANDUM**  
**DM-2023-352**

To : Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division (CID)  
 Chief, School Governance and Operation Division (SGOD)  
 Education Program Supervisors, SEPS, Division Personnel  
 Public School Heads/Principals/OIC's  
 All Others Concerned

Subject : **CALL FOR APPLICATIONS ON SHS TEACHER I POSITIONS SY 2023-2024**

From : Schools Division Superintendent

Date : July 28, 2023

1. This office hereby announces that the Division Human Resource Merit Promotion and Selection Board (DHRMPSB) is accepting applications for Senior High School Teacher I position, for the following subject group/strand:
  - a. Group I-D: Media and Information Literacy; Empowerment Technologies
  - b. Group II – ABM and Entrepreneurship, Research and Work Immersion
  - c. Group IV-B: Specialized TVL/Industrial Arts/Electrical Installation
  - d. Group IV-C: Specialized TVL/ICT
  - e. Group IV-D: Specialized TVL/Cookery
2. The continuous recruitment and selection of applicants for Senior High School teaching positions for School Year 2023-2024 is in accordance with DepEd Order 007, s. 2023 on the Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
3. All qualified teacher-applicants are welcome to apply regardless of their age, sexual orientation, gender, identity expression, civil status, disability, religion, ethnicity, or political affiliation. This Division upholds the value of equality and diversity in all elements of its recruitment systems and adopts the Equal Employment Opportunity Principle (EEOP).
4. The receipt of applications shall begin on **July 31, 2023**.
5. The following Timeline shall be strictly observed:

DATE	ACTIVITY
July 31 – August 7, 2023	Submission of Teacher-Applicants' Pertinent Papers to the DHRMPSB through Records Unit.

***With hundred reasons to serve!***






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DATE	ACTIVITY
August 8-9, 2023	Encoding of Pertinent Papers by the DHRMPSB
August 10, 2023	Orientation of Teacher Applicants <i>*Details of this shall be outlined in a subsequent memo.</i>
August 11, 2023	Evaluation of Pertinent Papers of Teacher-Applicants by the DHRMPSB
August 14-25, 2023	Face-to-Face Classroom Observation/Demonstration Teaching and Teacher Reflection
August 29-31, 2023	Finalization of the Comparative Assessment Result of the Registry of Qualified Applicants (CAR-RQA); Viewing of Points; Exit Conference
September 1, 2023	Submission of CAR-RQA to the SDS for Approval

6. Applicants are enjoined to refer to DepEd Order 7, s. 2023 Part V(B) for the required documents they must submit.
  - 6.1. Checklist of Requirements can be downloaded using this link: [https://bit.ly/Checklist-of-Requirements\\_Teacher-I-applicants](https://bit.ly/Checklist-of-Requirements_Teacher-I-applicants). This shall be the first page of every folder.
  - 6.2. The documents shall be arranged based on the checklist provided in item 6.1.
  - 6.3. For submission, required documents shall be organized into one (1) folder.
  - 6.4. The Cover Page of each folder shall follow the format in **Enclosure 1**.
7. The whole duration of the Teacher I Hiring Process is **FREE OF CHARGE**. No fees shall be collected from the applicants to conduct the hiring activities.
8. For information, guidance, widest dissemination and compliance.

  
**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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Enclosure 1

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For the cover page of every folder the following format shall be observed:

Sample Template:

**PERTINENT PAPERS OF**

Name: **DELA CRUZ, JUAN JR A.**

Level: **Senior High School**

Group/Major/Specialization: **I-D: Media Information**

***With hundred reasons to serve!***