



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES

February 3, 2025

DIVISION MEMORANDUM
 No. **031**, s. 2025

**RECRUITMENT, EVALUATION, AND SELECTION OF TEACHER APPLICANTS
 FOR ELEMENTARY AND SECONDARY LEVELS FOR SY 2025-2026**

1. The Schools Division of Batanes, through the Human Resource Merit Promotion and Selection Board (HRMPSB) and Division Screening Committee (DSC), announces the schedule of the different activities relative to the Recruitment, Evaluation, and Selection for the Teacher I Positions from Kindergarten to Grade 12 for the SY 2025 – 2026 in reference to DepEd Order No. 7, s. 2023 re **Guidelines on Recruitment, Selection, and Appointment in the Department of Education**.
2. All organized School Screening Committee (SSC) and the Division Screening Committee (DSC) including Division Sub-Committee are encouraged to inform all interested and qualified teacher applicants for Kindergarten, Elementary, Junior High School, and Senior High School to undergo the selection process and observe the following schedules, to wit:

Activity	Date	Persons Involved
<ol style="list-style-type: none"> 1. Call for submission of Application Documents 2. Receiving applications and documents 3. Verification as to the completeness, veracity, accuracy, and authenticity of documents 	February 3 to 28, 2025	School Screening Committee (SSC), Teacher Applicants
<ol style="list-style-type: none"> 4. Orientation, evaluation, and validation of submitted documents of Teacher Applicants by the Division Screening Committee through the following modalities: <ol style="list-style-type: none"> a. Batan Island Teacher Applicants – Face to face 	March 3, 2025	Division Committee, Teacher Applicants

b. Itbayat & Sabtang Schools – Online		
c. Other applicants outside the province – On-line		
5. Submission of Final list of Teacher Applicants with Pre-assessment Result (for Education, Experience, Eligibility, and Training) including all submitted pertinent documents for assessment to the Division Screening Committee Secretariat	March 4 to 7, 2025	School Committee and Division Screening Committee Secretariat
6. Interview, demonstration teaching and specialized training skills (All Levels)	March 17 – 18, 2025	Division Sub-Committee
7. Preparation of checked and validated Initial Assessment Results (separate list for Kindergarten, Elementary Junior & Senior High School) in hard and soft copy	March 31, 2025	Division Screening Committee Secretariat
8. Review, consolidation and preparation of RQA	April 1 – 4, 2025	Division Selection Committee
9. Submission of the Initial RQA to the SDS for approval	April 7, 2025	Division Human Resource Merit Promotion and Selection Board (HRMPSB) and Schools Division Superintendent (SDS)
10. Issuance and posting of the final RQA	April 15, 2025	HRMPSB and SDS

3. The Division Sub-Screening Committee and the Division Screening Committee shall be composed of the following:

a. Potential Evaluation Committee
 Chairperson: Arnulfo Anselm C. Hortiz, EPS – SGOD
 Members: Virginia A. Vinalay
 Jay V. Gonzales
 Kym Clyde H. Moro

Secretariat/Recorder: Dencio G. Eriful
 Shirly L. Gutierrez

Functions:

Responsible for rating the capacity and ability of the applicants to assume the duties and responsibilities of the position to be filled, and those higher positions that are technical in nature. They may employ the following evaluative assessment techniques/ strategies as applicable:

1. Document review
2. Behavioral Events Interview (BEI)
3. Skills/Work Sample Test
4. Ethics-oriented and Personality Development

b. Teacher Evaluation Committee

Chairperson: Violeta B. Gasilao, CID Chief

Members: All EPS

On call:

Micah Emunah V. Yumang, SPET I

Secretariat/Recorder: Greg E. Padua III, Librarian II

Functions:

Responsible for evaluating teacher applicants with regards to PPST COIs (Classroom Observation/Demonstration Teaching) and PPST NCOI (Teacher Reflection).

4. The above-mentioned sub-committees shall serve as an adjunct body to the HRMPSB. The HRMBSP shall maintain accountability for the results of the comparative assessment of applicants.

5. Membership of the HRMPSB, please refer to the issued Division Memorandum No. 021, s. 2025, shall be considered a regular duty and shall be treated with utmost priority.

6. Teacher applicants are advised to access the link depedbatanes.ph/assessed.php and download the forms needed for their application. **All interested applicants shall submit the attached Checklist of Requirements duly notarized together with all the listed Basic Documentary Requirements to the School Head where the applicant wishes to apply on or before February 28, 2025.** The following are some considerations given by the HRMPSB and the Division Screening Committee for immediate perusal, to wit:

i. New applicants must adhere to the requirements for application and undergo the assessment or evaluation procedure.

ii. All teacher applicants who prior undergo the same process in January 2025 and the previous SY 2024 – 2025 assessment, whether included or not in the SY 2024-2025 RQA may opt to retain their previous scores in all criteria, however it should strictly be reflected in their respective Letter of Intent.

iii. In addition, those applicants who wanted to retain and opted to update their points in *Experience Criterion* or other *Criteria* may attach proofs and

authenticated documents provided that the reckoning date should be after June 2024 and have not earned corresponding score(s).

7. The conduct of interviews, demonstration teaching, and demonstration of specialized skills of the teacher applicants will be delegated to the Division Screening Committee (DSC). The CID and DSC shall monitor and ensure the smooth conduct of the calendared activities.

8. It is imperative that all members of the selection committee from school to the division level shall review and adhere to the provisions of DO 7, s. 2023 ensuring uniformity and accuracy in the implementation of the Hiring Guidelines.

9. Any queries relative to this memorandum shall be addressed to the organized Division Ad Hoc Committee, to wit:

Chairperson: Dante J. Marcelo, PhD, CESO VI, ASDS
Co-Chair: Virginia A. Vinalay, AOV
Violeta B. Gasilao, CID Chief
Marcial Y. Noguera, CESE, SGOD Chief

Secretariat: Esperanza B. Ereful, AOIV- Personnel

10. Strict compliance with the contents of this memorandum is desired.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

For the SDS:


DANTE J. MARCELO, PhD, CESO VI
Assistant Schools Division Superintendent

References: As stated

To be indicated in the Perpetual Index
Under the following subjects:
APPOINTMENT EMPLOYMENT
POLICY RECRUITMENT

OSDS/abgi/ebe



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Doc Code:	FM-ORD-005	Rev:	00
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