



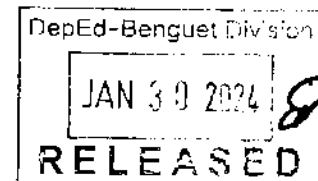
Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

January 29, 2024

**DIVISION MEMORANDUM**  
NO. 32,52024

**DIVISION ASSESSMENT FOR TEACHER I POSITION**  
**FOR SCHOOL YEAR 2023 - 2024**

**To: OSDS Division**  
**Curriculum Implementation Division**  
**School Governance and Operations Division**  
**Public Schools District Supervisors**  
**All Others Concerned**



1. Pursuant to DepEd Order No. 19, s. 2022 or the Department of Education Merit Selection Plan, this Office calls for applications to Teacher I position to determine qualified applicants who will complete the selection pool for SY 2023 – 2024.
2. Applicants who applied in School Year 2022 – 2023 are all required to submit their application folders pursuant to the new Merit and Selection Plan guidelines.
3. The applicant shall apply in only one (1) school of preference, preferably that which is near his or her residence or that school in the community where he/she is a registered voter or the school where he/she served for at least one (1) year as a substitute, volunteer, or PLGU/LGU-paid teacher.
4. To have a uniform arrangement of the submitted mandatory documents, please follow the suggested order with ear tabs, prepared in just one (1) set. Said documents shall be submitted to the Principal or School Head of the school where the applicant prefers to apply. All photocopies must be certified copies of the original:
  - a. Letter of intent addressed to the Schools Division Superintendent, Attention: School Head of the preferred school;
  - b. Omnibus Sworn Statement signed by the applicant and notarized by a notary public (<https://bit.ly/omnibus-checklist>) ;
  - c. Checklist of Requirements
  - d. Duly accomplished PDS (CS Form 212, revised 2017) with Work Experience Sheet;
  - e. Photocopy of Certificate of Eligibility or Rating;
  - f. Photocopy of Unexpired PRC License/Identification card;



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- g. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including certification of units earned for Master's Degree/Doctorate Degree or its equivalent;
  - h. Photocopy of Service Record or Certificate of Employment, if applicable;
  - i. Photocopy of Certificates of Training, if applicable;
  - j. Photocopy of the latest Performance Rating covering one (1) year or 12 months performance, if applicable; and
  - k. Photocopy of Voter's ID and/or proof of residency or certification from COMELEC that applicant is a bona fide resident of the barangay or municipality; a volunteer, PLGU/LGU-paid, or substitute teacher for at least one (1) year shall be considered a bona fide resident, to be validated by a certificate of employment or service record (paragraph 61.a, DO 19, s. 2022)
5. Teacher Applicants for Senior High School must include the following documents, together with the mandatory documents specified in item 4:
    - a. Letter of intent which shall highlight the following information: expression of interest/statement of purpose; subject group which he or she intends to teach; preferred school.
    - b. Certified copy of certificate of relevant specialized training;
    - c. Certified copy of Transcript of Records with specialization in relevant strand/specialized subject;
    - d. For TVL, a TESDA National Certificate (NC) that is at least one level higher than the course to be taught or same level if there is no higher-level NC (e.g. For a SMAW NC II teacher, a NC III in SMAW);
    - e. Also for TVL, a Certified copy of Trainers Methodology Certificate (TMC)
  6. Applicants who fail to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. (item 21, DO 19)
  7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification. (item 22, DO 19)
  8. Higher premium is given to the Eligibility coverage of the applicant. If for Elementary level, consider applicant for this level; if for Secondary level, consider the applicant for such with consideration of his/her major or specialization.



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9. Applicants will be rated as follows:

Education	Training	Experience	PBET/LET/LEPT Rating	PPST COIs (Classroom Observation)	PPST NCOIs (Teacher Reflection)	TOTAL
<b>10 pts.</b>	<b>10 pts.</b>	<b>10 pts.</b>	<b>10 pts.</b>	<b>35 pts.</b>	<b>25 pts.</b>	<b>100 pts.</b>

10. In view hereof, this Office synchronizes its assessment mechanisms in the Districts and Schools through unified scheduling of activities as shown below:

Activity	Date	Persons In-charge	Desired Output
District Meeting with PSB Sub-committees	Any day from January 29 to February 1, 2024	District Heads, EPS, Sub-committee members	Agree on district and school mechanisms for the assessment of teacher 1 applications in accordance with the new MSP (DO 19, s. 2022)
Submission of Application Documents to School Head	February 2, to February 12, 2024	School Heads	Receipt of Application Documents
Initial Evaluation to determine Qualified and Disqualified Applicants	February 13 to 19, 2024	School Heads, AO 2/ADAS/non-teaching representative	Initial Evaluation Results (IER)
Comparative Assessment through Evaluation of Education, Training, Experience, computation of LET/LEPT/PBET	February 20 to 26, 2024	School Heads, AO 2/ADAS/non-teaching representative	Comparative assessment results; minutes of meetings
Comparative Assessment through Classroom Observation using the COT-RSP and Evaluation of Teacher Reflection through the TRF	February 27 to March 31, 2024	School Heads, Head Teachers, Master Teachers	Comparative assessment results; minutes of meetings





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Submission of School comparative assessment results to the District Heads	April 1, 2024	Sub-committee members	School comparative assessment results
Submission of District comparative assessment results to the SDO HRMPSB through the Personnel	April 11, 2024	District Heads, EPS, AO 2/ADAS/non-teaching representative	District comparative assessment results
Consolidation and Finalization of CAR-RQA	April 16 to 18, 2024	Division HRMPSB	Division CAR-RQA
Posting of CAR-RQA	April 22 to May 2, 2024	Division HRMPSB	Published CAR-RQA
Submission to Appointing Authority	May 3, 2024	Division HRMPSB	CAR-RQA

11. Expenses incurred during the conduct of said activity to defray meals and transportation of PSB sub-committee presiding officers and members shall be charged against school MOOE or any available local funds subject to the usual budgeting, accounting, and auditing rules and regulations.


12. Attached are the following Enclosures for guidance and reference of PSB sub-committees and applicants:

*Enclosure 1: Classroom Observation Tool for Recruitment, Selection, and Placement (COT-RSP) Rating Sheet*

*Enclosure 2: Teacher Reflection Rating Sheet*

*Enclosure 3: Increments Table and Rubrics for Evaluation of Education, Training, and Experience*

13. Immediate dissemination of and compliance with this Division Memorandum is desired.

  
**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent



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**Enclosure 1: Classroom Observation Tool for Recruitment, Selection, and Placement (COT-RSP) Rating Sheet**



**COT-RSP**

**TEACHER APPLICANT**

**RATING SHEET**

OBSERVER: ..... DATE: .....  
 TEACHER APPLICANT OBSERVED: .....  
 SUBJECT & GRADE LEVEL TAUGHT: .....

**DIRECTIONS FOR THE OBSERVERS:**

1. Rate each item on the checklist according to how well the teacher performed during the observation. Mark the appropriate column with a (✓) symbol.
2. Each indicator is assessed on an individual basis, regardless of its relationship to other indicators.
3. Attach your accomplished Observation Notes Form to the completed Rating Sheet.

INDICATORS	5	4	3	2	1	NO*
1. Apply knowledge of content within and across curriculum teaching areas						
2. Use a range of teaching strategies that enhance learner achievement in literacy and/or numeracy skills						
3. Apply a range of teaching strategies to develop critical and creative thinking, as well as other higher-order skills						
4. Plan, manage and implement developmentally sequenced teaching and learning processes to meet curriculum requirements and varied teaching contexts						
5. Design, select, organize and use diagnostic, formative and summative assessment strategies consistent with curriculum requirements						
<b>OTHER COMMENTS:</b>						

.....  
 Signature over Printed Name of the Observer

.....  
 Signature over Printed Name of the Applicant

\*NO stands for Not Observed which automatically gets a rating of 2.





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**Enclosure 2: Teacher Reflection Rating Sheet**



**TEACHER REFLECTION**

**TEACHER APPLICANT**

**RATING SHEET**

APPLICANT OBSERVED \_\_\_\_\_ DATE: \_\_\_\_\_  
POSITION APPLIED FOR \_\_\_\_\_ SUBJECT & GRADE LEVEL TAUGHT \_\_\_\_\_

**DIRECTIONS FOR THE EVALUATORS:**

1. Rate each item on the checklist according to how the teacher achieved the performance descriptions stipulated in the Rubrics for Rating the TRF (Annex O). Mark the appropriate column with a (✓) symbol.
2. Each indicator is assessed on an individual basis, regardless of its relationship to other indicators.
3. Add the scores obtained per indicator and write the total on the space provided. Compute as well the final rating using the formula indicated below. (Note: Weight allocation for NCOI TEF is at 25 points.)

INDICATORS	1	2	3
1. Maintain learning environments that are responsive to community contexts.			
2. Review regularly personal teaching practice using existing laws and regulations that apply to the teaching profession and the responsibilities specified in the Code of Ethics for Professional Teachers.			
3. Adopt practices that uphold the dignity of teaching as a profession by exhibiting qualities such as caring attitude, respect, and integrity.			
4. Participated in professional networks to share knowledge and to enhance practice.			
<b>TOTAL NO. OF POINTS OBTAINED</b>	_____ / 20		
<b>OTHER COMMENTS:</b>			
<b>Final rating for NCOI TEF (ie. Total no. of points obtained / highest possible points x 25)</b>	_____ points		

Signature over Printed Name of the Evaluator



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**Enclosure 3: Increments Table and Rubrics for Evaluation of Education, Training, and Experience**

**Table 2.a. Increments Table – Education**

1	Can Read and Write	Elementary Level Education
2	Elementary Graduate	Junior High School Level Education (K to 12) High School Level (Old curriculum)
3	Completed Junior High School (K to 12)	Senior High School Level Education (K to 12)
4	Senior High School Graduate (K to 12) High School Graduate (Old curriculum)	Less than 2 years of College
5	Completed 2 years in College	Less than a Bachelor's Degree but more than 2 years in College
6	Bachelor's Degree	Less than 6 Units earned towards the completion of a Master's Degree
7	6 Units earned towards the completion of a Master's Degree	Less than 9 Units earned towards the completion of a Master's Degree
8	9 Units earned towards the completion of a Master's Degree	Less than 12 Units earned towards the completion of a Master's Degree
9	12 Units earned towards the completion of a Master's Degree	Less than 15 Units earned towards the completion of a Master's Degree
10	15 Units earned towards the completion of a Master's Degree	Less than 18 Units earned towards the completion of a Master's Degree
11	18 Units earned towards the completion of a Master's Degree	Less than 21 Units earned towards the completion of a Master's Degree
12	21 Units earned towards the completion of a Master's Degree	Less than 24 Units earned towards the completion of a Master's Degree
13	24 Units earned towards the completion of a Master's Degree	Less than 27 Units earned towards the completion of a Master's Degree
14	27 Units earned towards the completion of a Master's Degree	Less than 30 Units earned towards the completion of a Master's Degree
15	30 Units earned towards the completion of a Master's Degree	Less than 33 Units earned towards the completion of a Master's Degree
16	33 Units earned towards the completion of a Master's Degree	Less than 36 Units earned towards the completion of a Master's Degree
17	36 Units earned towards the completion of a Master's Degree	Less than 39 Units earned towards the completion of a Master's Degree
18	39 Units earned towards the completion of a Master's Degree	Less than 42 Units earned towards the completion of a Master's Degree
19	42 Units earned towards the completion of a Master's Degree	Less than Complete Academic Requirements completed towards the completion of a Master's Degree
20	Complete Academic Requirements completed towards a Master's Degree	Less than an awarded Master's Degree
21	Master's Degree	Less than 3 Units earned towards the completion of a Doctorate
22	3 Units earned towards the completion of a Doctorate	Less than 6 Units earned towards the completion of a Doctorate
23	6 Units earned towards the completion of a Doctorate	Less than 9 Units earned towards the completion of a Doctorate
24	9 Units earned towards the completion of a Doctorate	Less than 12 Units earned towards the completion of a Doctorate
25	12 Units earned towards the completion of a Doctorate	Less than 15 Units earned towards the completion of a Doctorate
26	15 Units earned towards the completion of a Doctorate	Less than 18 Units earned towards the completion of a Doctorate
27	18 Units earned towards the completion of a Doctorate	Less than 21 Units earned towards the completion of a Doctorate
28	21 Units earned towards the completion of a Doctorate	Less than 24 Units earned towards the completion of a Doctorate
29	24 Units earned towards the completion of a Doctorate	Less than Complete Academic Requirements completed towards the completion of a Doctorate
30	Complete Academic Requirements completed towards a Doctorate	Less than an awarded Doctorate
31	Doctorate	





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Table 2.b. Increments Table - Training

1	0 hour	Less than 5 hours
2	8 hours	Less than 16 hours
3	16 hours	Less than 24 hours
4	24 hours	Less than 32 hours
5	32 hours	Less than 40 hours
6	40 hours	Less than 48 hours
7	48 hours	Less than 56 hours
8	56 hours	Less than 64 hours
9	64 hours	Less than 72 hours
10	72 hours	Less than 80 hours
11	80 hours	Less than 88 hours
12	88 hours	Less than 96 hours
13	96 hours	Less than 104 hours
14	104 hours	Less than 112 hours
15	112 hours	Less than 120 hours
16	120 hours	Less than 128 hours
17	128 hours	Less than 136 hours
18	136 hours	Less than 144 hours
19	144 hours	Less than 152 hours
20	152 hours	Less than 160 hours
21	160 hours	Less than 168 hours
22	168 hours	Less than 176 hours
23	176 hours	Less than 184 hours
24	184 hours	Less than 192 hours
25	192 hours	Less than 200 hours
26	200 hours	Less than 208 hours
27	208 hours	Less than 216 hours
28	216 hours	Less than 224 hours
29	224 hours	Less than 232 hours
30	232 hours	Less than 240 hours
31	240 hours	or more

Table 2.c. Increments Table - Experience

1	None	Less than 6 months
2	6 months	Less than 1 year
3	1 year	Less than 1 year 6 months
4	1 year 6 months	Less than 2 years
5	2 years	Less than 2 years 6 months
6	2 years 6 months	Less than 3 years
7	3 years	Less than 3 years 6 months
8	3 years 6 months	Less than 4 years
9	4 years	Less than 4 years 6 months
10	4 years 6 months	Less than 5 years
11	5 years	Less than 5 years 6 months
12	5 years 6 months	Less than 6 years
13	6 years	Less than 6 years 6 months
14	6 years 6 months	Less than 7 years
15	7 years	Less than 7 years 6 months
16	7 years 6 months	Less than 8 years
17	8 years	Less than 8 years 6 months
18	8 years 6 months	Less than 9 years
19	9 years	Less than 9 years 6 months
20	9 years 6 months	Less than 10 years
21	10 years	Less than 10 years 6 months
22	10 years 6 months	Less than 11 years
23	11 years	Less than 11 years 6 months
24	11 years 6 months	Less than 12 years
25	12 years	Less than 12 years 6 months
26	12 years 6 months	Less than 13 years
27	13 years	Less than 13 years 6 months
28	13 years 6 months	Less than 14 years
29	14 years	Less than 14 years 6 months
30	14 years 6 months	Less than 15 years
31	15 years	or more





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**Table 3. Rubrics for Computation of Points for Education, Training, and Experience**

**Teacher I**

<i>Education: 10 points</i> <i>Training: 10 points</i> <i>Experience: 10 points</i>	8 or more increments	10	8 or more increments	10	8 or more increments	10
	6-7 increments	8	6-7 increments	8	6-7 increments	8
	4-5 increments	6	4-5 increments	6	4-5 increments	6
	2-3 increments	4	2-3 increments	4	2-3 increments	4

