



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

DepEd-Benguet Division
 JAN 15 2025
RELEASED


14 January 2025

DIVISION MEMORANDUM
 NO. 14 s. 2025

**TIMELINE FOR THE PREPARATION OF THE COMPARATIVE ASSESSMENT
 RESULT - REGISTRY OF QUALIFIED TEACHER APPLICANTS (CAR-RQA) FOR
 TEACHER I FOR SY 2025-2026**

**TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 CHIEF EDUCATION SUPERVISORS
 EDUCATION PROGRAM SUPERVISORS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
 ALL INTERESTED AND QUALIFIED TEACHER APPLICANTS
 HRMPSB MEMBERS
 ALL OTHERS CONCERNED**

1. Relative to the preparation of the Comparative Assessment Result of the Registry of Qualified Applicants (CAR-RQA) for Teacher I for School Year 2025 – 2026, hereunder is the schedule of activities in compliance with DepEd Order No. 19, s. 2022 entitled The Department of Education Merit Selection Plan, to wit:

Timeline	Activities	Person/ Committee In- Charge
January 15-30, 2025	<p>1. Online registration of teacher applicants</p> <p>All Teacher applicants whether new or old are required to register online at https://shorturl.at/USEJQ</p> 	<p>Teacher Applicants and HRMPSB Secretariat</p>
January 15-30, 2025	<p>2. Application Code will be sent to the applicant's email address within 24 hours after his/her online registration.</p> <p>3. Remaining applicants in the CAR-RQA School Year 2023-2024 who were not appointed in the current school year, including those who did not meet the cut-off score, shall be given an option to carry over their CAR-RQA scores and/or update their credentials without having to undergo the entire hiring process; provided, they submit a Letter of Intent to participate in the succeeding hiring process. "DO 021, s. 2024 item number 21".</p>	



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	<p>• Submission of documentary requirements of teacher applicants</p> <p>1. All Teacher applicants are required to submit one complete set of the following documentary requirements on or before January 30, 2025, to the elementary school (for elementary teacher applicants) and secondary school (for Junior High School and Senior High School teacher applicants) nearest to their residence.</p> <p>a. 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 pursuant to RA No. 10173 (Data Privacy Act of 2012). This is available via link provided https://bit.ly/CAVTeaching and shall be notarized or signed by authorized Person to Administer Oath.</p> <p>b. Letter of intent addressed to the Head of Office/Schools Division Superintendent;</p> <p>ESTELA P. LEON-CARIÑO EDD, CESO III Regional Director and concurrent Officer-in-Charge Office of the Schools Division Superintendent</p> <p>ATTENTION: School Head of the preferred school</p> <p>c. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet,</p> <p>d. Photocopy of Voter's ID and/or proof of residency or certification from COMELEC that the applicant is Bonafide resident of the barangay or municipality; a volunteer, PLGU/LGU-paid, or substitute teacher for at least one (1) year shall be considered a Bonafide resident, to be validated by a certificate of employment or service record (paragraph 61. A, DO 19, s. 2022)</p> <p>e. Photocopy of valid and updated PRC license ID;</p> <p>f. Photocopy of Certificate of Report of Rating (PRC);</p> <p>g. Photocopy of scholastic/academic record (i.e. Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)</p> <p>h. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;</p> <p>i. Photocopy of latest appointment (for those applying for promotion); if applicable</p> <p>j. Photocopy of Certificate/s of relevant specialized trainings or professional development programs, if any;</p> <p>k. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;</p> <p>l. Photocopy of the latest Performance Rating covering one (1) year or 12 months performance, if applicable;</p> <p>m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOV)s) for the assessment of identified PPST NCOIs).</p> <p>2. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000", online submission of electronic copies of the above enumerated application documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification (<i>item 20, DO No. 12, s. 2022</i>).</p>	<p>Teacher Applicants and School Heads/TIC/School AOs</p>
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	<ul style="list-style-type: none"> • Receiving of documentary requirements of teacher applicants by the School Heads/School Admin Officers <ol style="list-style-type: none"> 1. Receiving Officer shall ensure that Teacher applicants have registered first online before receiving their documentary requirements. 2. Receiving Officer shall accept application documents and stamp the date and time received. 3. School Heads shall conduct evaluation to check and verify the completeness, authenticity, and veracity of the documents submitted using the attached Checklist of Requirements and affix name and signature on the Attested part. 4. School Heads may request the submission of the original copies for the purposes of verification. 	
<p>February 03-14, 2025</p>	<ul style="list-style-type: none"> • Evaluation of Education, Teaching Experience, and LET/PBET Rating of teacher applicants 	<p>School Heads, Head Teachers, Master Teachers, ESP, School HRMPSB secretariat, PSDS</p>
<p>February 03-28, 2025</p>	<ul style="list-style-type: none"> • Conduct of Classroom Observations/Demonstration Teaching and Teacher Reflection <ol style="list-style-type: none"> 1. All teacher applicants shall undergo the Demonstration Teaching for the PPST-COIs and the Reflection Written Examination for the PPST-NCOIs. 2. In the conduct of Demonstration Teaching, the teacher applicants shall coordinate closely with the sub-committees considering that the lesson to be demonstrated will be the lesson for that day. Teacher applicants shall prepare and provide a copy of his/her lesson plan to the observers. 3. Sub-committees shall strategically conduct the Demonstration teaching and Reflection Written Examination considering no disruption of classes. Close coordination shall be made with the teacher applicants as regards to the preparation of lesson plan considering that the lesson to be demonstrated should be the lesson to be taught as scheduled. This is to ensure that while demonstration teaching is conducted, the lesson for that day is already delivered by the applicants. 4. In case of application in multiple levels, applicant shall undergo Demonstration Teaching and Reflection Written Examination in all levels he/she intends to apply to. 	
<p>February 03-28, 2025</p>	<ul style="list-style-type: none"> • Acknowledgement of Individual Scores of Applicants and Releasing of Submitted Application Folders. <ol style="list-style-type: none"> 1. Once the applicants' scores have been finalized, the subcommittees shall present the individual scores to each applicant via their respective Individual Evaluation Sheets. If no concerns are raised, the applicant shall sign the Individual 	<p>School HRMPSB secretariat, School Head/TIC, AOs</p>



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	Evaluation Sheet and be duly attested by the subcommittee chairperson. Further, the applicants' application documents shall be returned to them.	
March 03-14, 2025	<ul style="list-style-type: none"> Preparation and submission of Comparative Assessment Results (CAR) <ol style="list-style-type: none"> Sub-committees shall accomplish the Comparative Assessment Result (CAR) Form. Electronic copy and duly signed printed copy of the Comparative Assessment Results shall be submitted to the Division HRMPSB Secretariat together with the minutes of deliberation and photocopy of acknowledge Individual Evaluation Sheet certified by the School Head. Comparative Assessment Result (CAR) shall be consolidated per district. <p>Email Address: sdobenguet.personnel@deped.gov.ph</p>	School HRMPSB secretariat, School Head/TIC, AOs
March 17-31, 2025	<ul style="list-style-type: none"> Consolidation, review, finalization, and approval of the CAR-RQA <ol style="list-style-type: none"> Division HRMPSB shall consolidate, review, and finalize the submitted CARs. 	Division HRMPSB
April 01-11, 2025	<p>Posting of the COMPARATIVE ASSESSMENT RESULT - REGISTRY OF QUALIFIED TEACHER APPLICANTS (CAR-RQA) FOR TEACHER I FOR SY 2025-2026</p> <ol style="list-style-type: none"> HRMO shall post the pre-CAR-RQA in three conspicuous places including the bulletin board of the Division Office, District Office, and School. HRMO shall furnish the districts. 	Division HRMO
April 14-18, 2025	<ul style="list-style-type: none"> Approval of the CAR-RQA <ol style="list-style-type: none"> Division HRMPSB shall prepare the final CAR-RQA (3 for Elementary, 3 for Secondary (Junior High School and Senior High School) and submit it to the Appointing Authority for approval. 	Division HRMPSB
April 21-25, 2025	<ul style="list-style-type: none"> Submission of the CAR-RQA to the Appointing Authority <ol style="list-style-type: none"> Division HRMPSB shall prepare the final CAR-RQA (3 for Elementary, 3 for Secondary (Junior High School and Senior High School) and submit it to the Appointing Authority for approval. 	Division HRMPSB
April 30, 2025	<ul style="list-style-type: none"> Posting of the approved CAR-RQA <ol style="list-style-type: none"> HRMO shall post the approved CAR-RQA in three conspicuous places including the bulletin board of the Division Office, District and School. HRMO shall furnish the districts. 	Division HRMO



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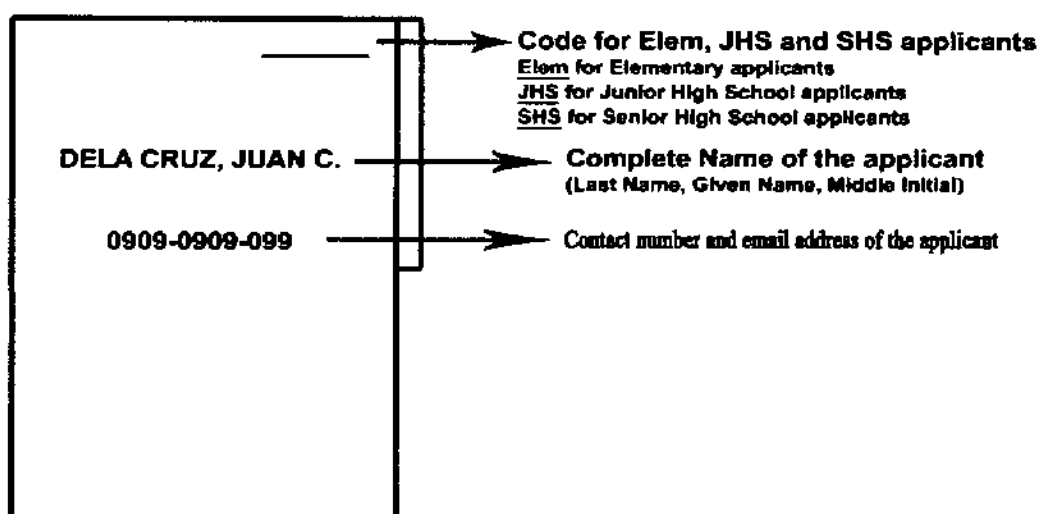
2. Applicants will be rated based on the following:

Education	Training	Experience	PBET/LET Rating	PPST COIs (Classroom Observations)	PPST NCOIs (Teacher Reflection)	Total
10 pts.	10 pts.	10 pts.	10 pts.	35 pts.	25 pts.	100 pts.

3. To better facilitate the process in the evaluation and assessment of documents, the applicants are requested to follow the format and color coding of folders before submitting to the schools, to wit:

ELEMENTARY	SECONDARY	
White folder	Junior High School	Senior High School
	Brown Folder	Green Folder
	English	Academic Track (STEM, GAS, HUMSS, ABM)
	Filipino	Sports Track
	Mathematics	TVL Track
	Natural Sciences	
	Social Science	
	Values Education	
	Physical Education	
	Physical Educ., Health, and Music (PEHM)	
	Technology and Home Economics	

FOLDER FORMAT



4. Applicants who failed 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 No. 12, s. 2022).



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5. Applicants assumes full responsibility and accountability for the authenticity and veracity of the documents he/she 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 No. 12, s. 2022*).
6. All interested and qualified applicants are provided with equal employment opportunity regardless of sex, gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law.
7. 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.
8. Attached herewith are enclosures for ready reference:
 - a. Enclosure 1: Checklist of Requirements and Omnibus Sworn Statement
 - b. Enclosure 2: Increment Tables for Education, Training and Experience
 - c. Enclosure 3: Rubrics for Computation of Points for Education, Training and Experience
 - d. Enclosure 4: Rating Sheet for Classroom Observation
 - e. Enclosure 5: Rating Sheet for Teacher Reflection
9. Immediate and wide dissemination of this memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
concurrent Officer-in-Charge
Office of the Schools Division Superintendent

For the OIC – SDS:

SAMUEL T. EGSAEN JR. EdD, CESO VI
Assistant Schools Division Superintendent