



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2025- 043

To : CID Chief
Education Program Supervisors
Public Schools District Supervisors
HRMPSB Members
Human Resource Management Personnel
All Other Division Personnel Concerned
Elementary and Secondary Schools Heads

Subject : **TIMELINE ON RECEIPT OF DOCUMENTS AND SCREENING OF
TEACHER-APPLICANTS FOR SCHOOL YEAR 2024-2025**

Date : February 10, 2025

In pursuance to DepEd Order No. 007, s. 2023, re: *Guidelines on Recruitment, Selection and Appointment in the Department of Education*, the field is hereby informed of the following:

DATE	ACTIVITY	VENUE/ IN CHARGE
February 13, 2025	Posting of Information (Include posting of requirements indicated in DO 007, s. 2023)	Respective School
February 13 - March 11, 2025	Information – Dissemination Period	
March 5, 2025	Face to Face Orientation of Teacher-Applicants at Ramon Magsaysay Central Elementary School	HRMPSB & Other Identified Personnel
March 13, 2025	Deadline on Submission of Pertinent Papers of Teacher-Applicants to the School NOTES: a. Submission of Pertinent Papers should start after the Orientation of Teacher-Applicants, ensuring that they will submit the correct documents.	Respective School



	b. Applicants should apply in one level and one school ONLY. c. Applicants in Junior High School (JHS) & Senior High School (SHS) should stipulate in their application letter and on the cover page of their application documents the subject category they are applying for.	
March 18, 2025	Deadline on Endorsement of Pertinent Papers of Teacher-Applicants and other documents from the School to the Division Office (Hard and Electronic Copy) NOTE: The School Committee on Submission and Receipt of Application Documents should ensure that pertinent papers of applicants are adequately checked and verified as to completeness, authenticity and veracity. The committee shall prepare the Initial Evaluation Result (IER).	Documents Committee: By District c/o Concerned PSDSs
March 24, 25, 31 & April 1 2025	Observation of Classes - Demonstration Teaching NOTES: - The Demonstration Teaching shall be conducted in a maximum of 30 minutes only portraying the complete parts of the teaching and learning process in consideration to classroom observable indicators appearing in the Classroom Observation Tool (as reflected in DO 007, s. 2023) - Schedule of Individual Applicants shall be posted in Human Resource Section DepEd Digos City Division Facebook Page.	Demonstration Teaching Committee (by District)
April 5, 2025	Administration of the Teacher Reflection Form (TRF) c. NOTE: Specific time schedule of individual applicants and the venue on the Administration of the TRF shall be posted in Human Resource Section DepEd Digos City Division Facebook Page.	TRF Committee
April 21, 2025	Review of DO 007, s. 2023 on Guidelines on Recruitment, Selection and Appointment in the Department of Education	HRMPSB and Documents Committee (by District)
April 21-25, 2025	- Evaluation of Applicants' Documents as to Education, Training, Experience and PBET/LET/LEPT Rating - Preparation of Comparative Assessment Results of Applicants	Documents Committee (by District to be consolidated by HRMO)
May 8, 2025	Face to Face Conduct of Validation (guided with Open Ranking System in consideration to Comparative Assessment Results)	HRMPSB and Documents Committee



