

28 February 2023

DIVISION MEMORANDUM

No. 077, s. 2023

**TIMELINE FOR THE PREPARATION OF THE COMPARATIVE ASSESSMENT
RESULT - REGISTRY OF QUALIFIED TEACHER APPLICANTS (CAR-RQA)
FOR SY 2023-2024**

**TO : 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 School Year 2023 – 2024, 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 |
|----------------------------|--|--|
| March 01 to March 31, 2023 | <ul style="list-style-type: none"> Online registration of teacher applicants <ol style="list-style-type: none"> All Teacher applicants whether new or old are required to register online at https://tinyurl.com/teacher-1-application. Application Code will be sent to the applicant's email address within 24 hours after his/her online registration. | Teacher Applicants and HRMPSB Secretariat |
| | <ul style="list-style-type: none"> Submission of documentary requirements of teacher applicants <ol style="list-style-type: none"> All Teacher applicants are required to submit one complete set of the following documentary requirements on or before March 31, 2023 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. <ol style="list-style-type: none"> Checklist of Requirements and Omnibus Sworn Statement signed by the applicant; Letter of Intent addressed to the Schools Division Superintendent; Duly accomplished CSC Form No. 212 - Revised 2017 Personal Data Sheet (PDS) with work experience sheet; Photocopy of valid/unexpired PRC License; Photocopy of Certificate of Eligibility/Rating; 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; Photocopy of Certificates of Trainings/Specialized Training, if applicable; | Teacher Applicants and School Heads/School AOs |



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| | | |
|--|--|---|
| | <p>h. Photocopy of Service Record or Certificate of Employment duly signed by Administrative Officer/HRMO/Head of Office or his/her Authorized Representative;</p> <p>i. Photocopy of Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable</p> <p>j. Other pertinent documents, if available</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>3. Interested applicants may also send their application documents to sdobaguio.hrmo@gmail.com.</p> <p>• Receiving of documentary requirements of teacher applicants by the School Heads/School Admin Officers</p> <p>1. Receiving Officer shall ensure that Teacher applicants have registered first online before receiving their documentary requirements.</p> <p>2. Receiving Officer shall accept application documents and stamp the date and time received.</p> <p>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.</p> <p>4. School Heads may request the submission of the original copies for the purposes of verification.</p> | |
| <p>April 03 to 05, 2023</p> | <p>• Submission of application documents from schools to the Sub-Committees for Teacher I</p> <p>1. All application documents shall be submitted to the Sub-Committees in-charge of each Level/Learning Area/Track.</p> | <p>Schools and Sub-Committees</p> |
| <p>April 06 to 21, 2023</p> | <p>• Evaluation of Education, Teaching Experience, LET/PBET Rating and Training of teacher applicants</p> | |
| <p>April 24 to May 26, 2023</p> | <p>• Conduct of Classroom Observations/Demonstration Teaching and Teacher Reflection</p> <p>1. All teacher applicants shall undergo the Demonstration Teaching for the PPST-COIs and the Reflection Written Examination for the PPST-NCOIs.</p> <p>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.</p> <p>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</p> | <p>Teacher Applicants and Sub-Committees</p> |



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| | | |
|--------------------------------|--|--|
| | <p>while demonstration teaching is conducted, the lesson for that day is already delivered by the applicants.</p> <p>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> | |
| May 29 to June 02, 2023 | <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. | Sub-Committees and HRMPSB Secretariat |
| June 05 to 30, 2023 | <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 shall prepare 6 CAR-RQA (1 for Elementary, 1 for Junior High School and 4 for Senior High School) and submit it to the Appointing Authority for approval. | Division HRMPSB, Sub-Committees and SDS |
| July 03 to 14, 2023 | <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, Division Website and SDO-Baguió HRMPSB Facebook page. | HRMO |

3. 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. |

4. 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 – White

Junior High School

- Araling Panlipunan – Green
- Edukasyon sa Pagpapakatao – Red
- English – Brown
- Filipino – Violet
- Math – Blue
- Science – Pink
- MAPEH – Orange
- TLE – Yellow

Senior High School

- ABM - Blue
- HUMSS - Green
- Arts and Design - Orange
- Sports - Peach
- STEM - Pink
- TVL - Yellow



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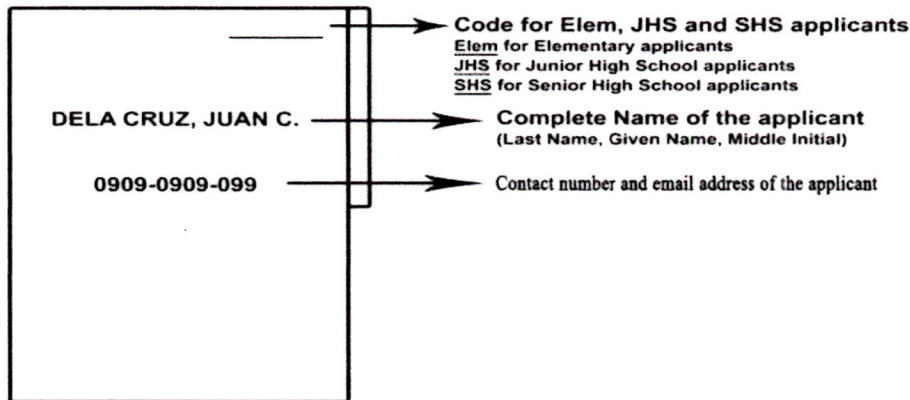


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FOLDER FORMAT



5. 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).
6. 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).
7. 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.
8. Moreover, teacher applicants with Bachelor's Degree in Secondary Education and with at least 18 units in Master's Degree in Education may also apply in the Elementary level.
9. 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
10. Immediate and wide dissemination of this memorandum is desired.

FEDERICO P. MARTIN, EdD, CEdd, CESO V
Schools Division Superintendent



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CHECKLIST OF REQUIREMENTS for Teacher I Applicants

Name of Applicant: _____ **Application Code:** _____

Contact Number: _____ Residential Address: _____

Religion: _____ Ethnicity: _____ Person with Disability: Yes () No () Solo Parent: Yes () No ()

| Basic Documentary Requirement | Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i> | Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i> | |
|--|--|---|---------|
| | | Status of Submission <i>(Check if complied)</i> | Remarks |
| 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 | | | |
| b. Letter of Intent addressed to the Schools Division Superintendent | | | |
| c. Duly accomplished CSC Form No. 212 - Revised 2017 Personal Data Sheet (PDS) with work experience sheet | | | |
| d. Photocopy of valid/unexpired and updated PRC License/ID | | | |
| e. Photocopy of Certificate of Eligibility/Report of Rating | | | |
| f. 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 | | | |
| g. Photocopy of Certificates of Trainings/Specialized Training, if applicable | | | |
| h. Photocopy of Service Record or Certificate of Employment duly signed by Administrative Officer/HRMO/Head of Office or his/her Authorized Representative | | | |
| i. Photocopy of Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable | | | |
| j. Other documents as may be required for comparative assessment | | | |

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Attested:

Name and Signature of School Head

Date

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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Table 2.a. Increments Table – Education

| Level | Range | |
|-------|--|--|
| | From | To |
| 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

| Level | Range | |
|-------|-----------|---------------------|
| | From | To |
| 1 | 0 hours | Less than 8 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

| Level | Range | |
|-------|-------------------|-----------------------------|
| | From | To |
| 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

| Weight Allocation | Education | | Training | | Experience | |
|---|----------------------------|--------|----------------------------|--------|----------------------------|--------|
| | Increments from minimum QS | Points | Increments from minimum QS | Points | Increments from minimum QS | Points |
| <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 |



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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 | 2 | 3 | 4 | 5 | 6 | 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 | | | | | | |

OTHER COMMENTS:

 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.

**COT-RECRUITMENT, SELECTION
 and PLACEMENT (RSP)**

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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 | 3 | 5 |
|--|--------------|---|---|
| 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. | | | |
| TOTAL NO. OF POINTS OBTAINED: | _____ / 20 | | |
| OTHER COMMENTS: | | | |
| Final rating for NCOI TRF i.e., (total no. of points obtained / highest possible score) x 25 <i>Example: (20 / 20) x 25 = 25 points</i> | _____ points | | |

 Signature over Printed Name of the Evaluator

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