

Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

15 January 2024

**DIVISION MEMORANDUM**

No. **025-2024**

**TIMELINE FOR THE PREPARATION OF THE COMPARATIVE ASSESSMENT RESULT - REGISTRY OF QUALIFIED TEACHER APPLICANTS (CAR-RQA) FOR SY 2024-2025**

**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 2024 – 2025, 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
<b>January 15 to February 28, 2024</b>	<ul style="list-style-type: none"> <li>• <b>Online registration of teacher applicants</b> <ol style="list-style-type: none"> <li>1. All Teacher applicants whether new or old are required to register online at <a href="https://tinyurl.com/teacher-1-application">https://tinyurl.com/teacher-1-application</a>.</li> <li>2. <b>Application Code</b> will be sent to the applicant's email address within 24 hours after his/her online registration.</li> </ol> </li> </ul>	<b>Teacher Applicants and HRMPSB Secretariat</b>
	<ul style="list-style-type: none"> <li>• <b>Submission of documentary requirements of teacher applicants</b> <ol style="list-style-type: none"> <li>1. All Teacher applicants are required to submit <b>one complete set</b> of the following documentary requirements <b>on or before February 28, 2024</b>, 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"> <li>a. Checklist of Requirements and Omnibus Sworn Statement signed by the applicant;</li> <li>b. Letter of Intent addressed to the Schools Division Superintendent;</li> <li>c. Duly accomplished CSC Form No. 212 - Revised 2017 Personal Data Sheet (PDS) with work experience sheet;</li> <li>d. Photocopy of valid/unexpired PRC License;</li> <li>e. Photocopy of Certificate of Eligibility/Rating;</li> <li>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;</li> <li>g. Photocopy of Certificates of Trainings/Specialized Training, if applicable;</li> </ol> </li> </ol> </li> </ul>	<b>Teacher Applicants and School Heads/School AOs</b>



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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 <a href="mailto:sdobaguio.hrmo@gmail.com">sdobaguio.hrmo@gmail.com</a>.</p> <p><b>• Receiving of documentary requirements of teacher applicants by the School Heads/School Admin Officers</b></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><b>March 04 to 06, 2024</b></p>	<p><b>• Submission of application documents from schools to the Sub-Committees for Teacher I</b></p> <p>1. All application documents shall be submitted to the Sub-Committees in-charge of each Level/Learning Area/Track.</p>	<p><b>Schools and Sub-Committees</b></p>
<p><b>March 07 to 31, 2024</b></p>	<p><b>• Evaluation of Education, Teaching Experience, LET/PBET Rating and Training of teacher applicants</b></p>	
<p><b>April 01 to 30, 2024</b></p>	<p><b>• Conduct of Classroom Observations/Demonstration Teaching and Teacher Reflection</b></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><b>Teacher Applicants and Sub-Committees</b></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>	
<b>May 01 to 31, 2024</b>	<ul style="list-style-type: none"> <li><b>Preparation and submission of Comparative Assessment Results (CAR)</b></li> </ul> <ol style="list-style-type: none"> <li>Sub-committees shall accomplish the Comparative Assessment Result (CAR) Form.</li> <li>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.</li> </ol>	<b>Sub-Committees and HRMPSB Secretariat</b>
<b>June 01 to 30, 2024</b>	<ul style="list-style-type: none"> <li><b>Consolidation, review, finalization, and approval of the CAR-RQA</b></li> </ul> <ol style="list-style-type: none"> <li>Division HRMPSB shall consolidate, review, and finalize the submitted CARs.</li> <li>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.</li> </ol>	<b>Division HRMPSB, Sub-Committees and SDS</b>
<b>July 01 to 12, 2024</b>	<ul style="list-style-type: none"> <li><b>Posting of the approved CAR-RQA</b></li> </ul> <ol style="list-style-type: none"> <li>HRMO shall post the approved CAR-RQA in three conspicuous places including the bulletin board of the Division Office, Division Website and SDO-Baguiو HRMPSB Facebook page.</li> </ol>	<b>HRMO</b>

3. Applicants will be rated based on the following:

Education	Training	Experience	PBET/LET Rating	PPST COIs (Classroom Observations)	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>

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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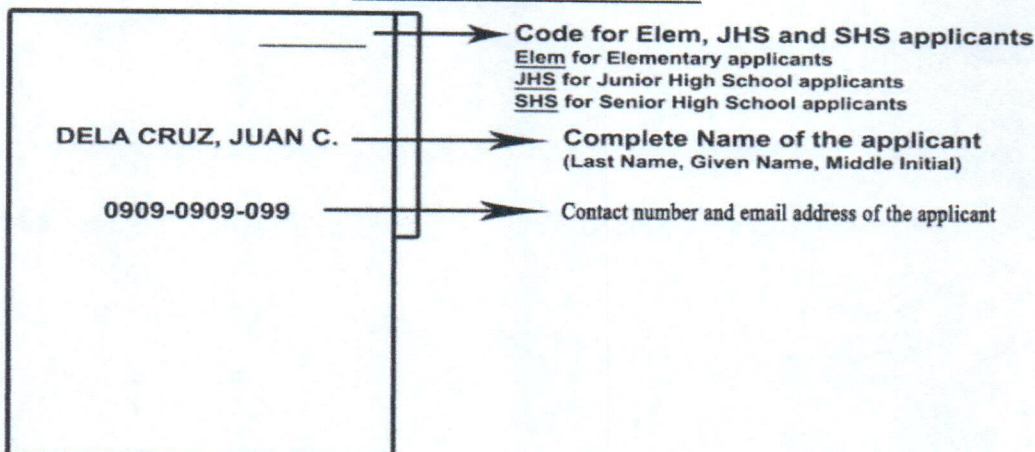


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**FOLDER FORMAT**



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.

  
**SORAYA T. FACULO, PhD, CESO VI**  
S/OIC-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
Education: 10 points Training: 10 points Experience: 10 points	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)**

This tool was developed through the Philippine National Research Center for Teacher Quality (RCTQ) with support from the Australian Government.



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

\_\_\_\_\_  
 Signature over Printed Name of the Evaluator

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