



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

RECEIVED
FEB 13 2025
By: _____
0300PM

13 Feb 2025

DIVISION MEMORANDUM

No. 067, s. 2025

**RECRUITMENT, HIRING, AND SELECTION OF TEACHER APPLICANTS
FOR ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL FOR
SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. The field is hereby informed that the **Recruitment, Hiring, and Selection of Teacher Applicants for Elementary, Junior High School, and Senior High School for School Year 2025-2026** is now officially open.
2. The City Schools Division of Biñan City welcomes all qualified applicants in compliance with the Equal Employment Opportunity Principle (EEOP) regardless of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.
3. Below are the Qualification Standards (QS) for the Teacher position in Elementary, Junior High School, and Senior High School.

Position	Education	Experience	Training	Eligibility
Teacher I (Elementary)	Bachelor of Elementary Education or Bachelor's degree plus 18 units in Education	None required	None required	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring

Teacher I (Kinder)	Bachelor in Early Childhood Education of its equivalent	None required	None required	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring
Special Needs Education Teacher I (SNET)	Bachelor's degree in Education with specialization in Special Education	None required	None required	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring
Teacher I (Junior High School)	Bachelor of Secondary Education or Bachelor's degree plus 18 units in Education with appropriate major	None required	None required	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring
SHS – Teacher I (Academic Track)	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in relevant strand/subject	None required	None required	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring

SHS – Teacher I (TVL Track)	Bachelor's degree or completion of technical vocational course(s) in the area of specialization	None required	At least NC II <i>*appropriate to the specialization</i>	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring
SHS – Teacher I (Sports Track)	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the track	None required	None required	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring
SHS – Teacher I (Arts & Design Track)	Bachelor's degree majoring in field(s) under the Track; or any bachelor's degree plus at least 15 units of specialization in the relevant subject	None required	None required	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring
SHS – Teacher II (Academic Track)	Bachelor's degree majoring in the relevant strand/subject; or any bachelor's degree with at least 6 units towards Masters degree in relevant strand/subject	None required	None required	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring

SHS – Teacher II (TVL Track)	Bachelor's degree; or completion of tech-voc course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC II + TMC I	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring
SHS – Teacher II (Sports Track)	Bachelor's degree majoring in fields under the track; or any Bachelor's degree plus 15 units of specialization under the track	1 year relevant teaching or industry work experience	4 hours of relevant training	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring
SHS – Teacher II (Arts & Design Track)	Bachelor's degree majoring in fields under the track; or any Bachelor's degree plus 15 units of specialization under the track	1 year relevant teaching or industry work experience	4 hours of relevant training	Applicants for a permanent appointment: R.A. 1080 (Teacher); if not, they must pass the LET within 5 years after the date of first hiring

4. All applicants are required to register using this link <https://bit.ly/SDO-BINANCITY-INITIAL-REGISTRATION> for the issuance of a UNIQUE APPLICATION CODE otherwise, application documents will not be included in the official list of applicants.

5. Interested applicants are advised to submit the following documents in hard copy to the **Records Unit** of the City Schools Division of Biñan City or in **any Public Elementary and Secondary Schools** in Biñan City on or before **February 24, 2025**, until 5:00 p.m. Documents should be arranged, and properly labeled with ear tag as follows:

- a. Letter of intent addressed to the Head of the Office of highest human resources officer
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of Certificate of eligibility/Report of rating, if applicable
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- f. Photocopy of Certificate/s of Training, if applicable
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service of Service Record, whichever is/are applicable.
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of submission, if applicable
- j. Checklist of requirements and Omnibus Sworn Statement on the Certificate on the Authenticity and Veracity (CAV) of the documents submitted and data Privacy Consent Form
- k. Other documents as may be required for comparative assessment, such as but not limited to:
 - Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning Development reckoned from the date of last issuance of appointment.
 - Photocopy of Performance Rating obtained from the relevant work experience if performance rating in Item (j) is not relevant to the position to be filled.

1. Photocopy of voter's ID and/or any proof of residency

4. To relieve applicants from unnecessary costs incurred during the application process, the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of a document submitted shall no longer be required to be notarized.

5. 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 to be arranged and fastened with proper tabbing before submitting to schools of their choice. Please see attached enclosure for reference.

6. No additional documents shall be accepted after the set deadline.

7. The applicant assumes full responsibility and accountability for the completeness, 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.

8. Remaining applicants in the current CAR-RQA 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 for the next school year; provided, they submit a Letter of Intent to participate in the succeeding hiring process.

9. Teacher I applicants may refer to **DepEd Order No. 007, s. 2023**, Guidelines on Recruitment, Selection, and Appointment in the Department of Education while SNET I and SHS Teacher II may refer to **DepEd Order No. 020, s. 2024**, Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions for the Criteria and Point System for Evaluative Assessment.

10. Immediate dissemination of this Memorandum is desired.



MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: Format and Color Coding of Folders

Annex C

Annex C-1

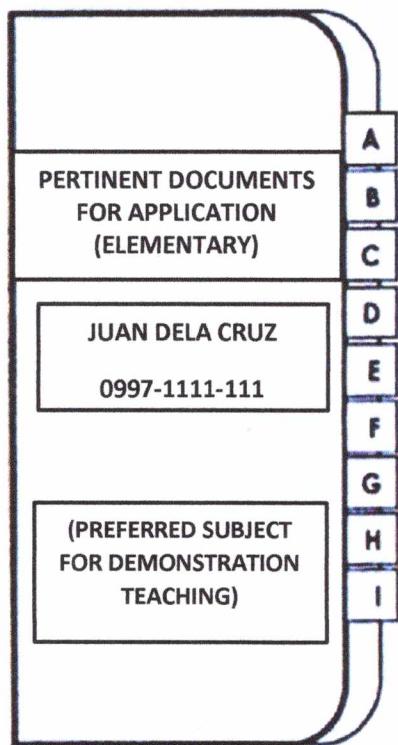
Reference: DepEd Order No. 007, s. 2023

DepEd Order No. 020, s. 2024

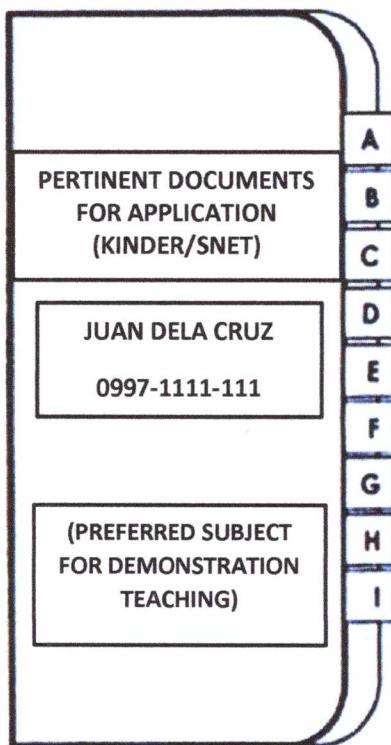
OSDS/PER / TGP / CBA / DM – Recruitment, Hiring, and Selection of Teacher Applicants for
Elementary, Junior High School, and Senior High School for School Year
2025-2026
/ 02/13/2025

Enclosure:

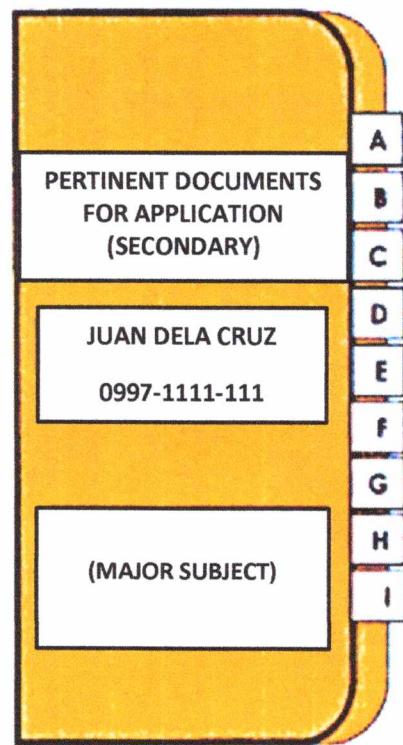
ELEMENTARY (WHITE)



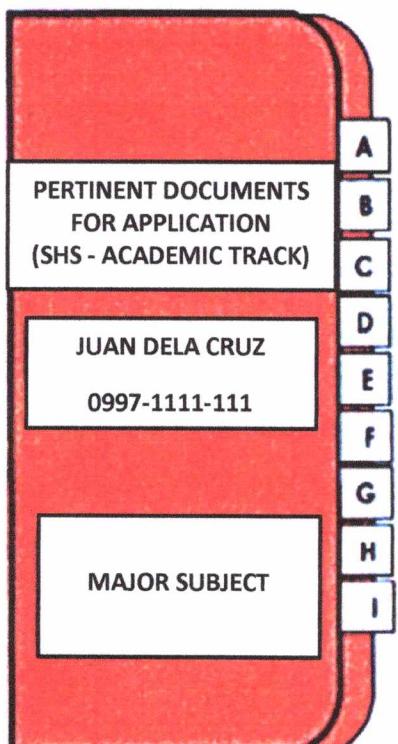
KINDER/SNET (WHITE)



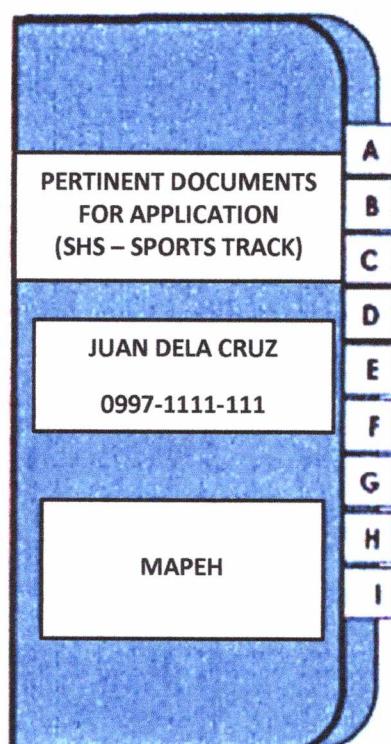
SECONDARY (YELLOW)



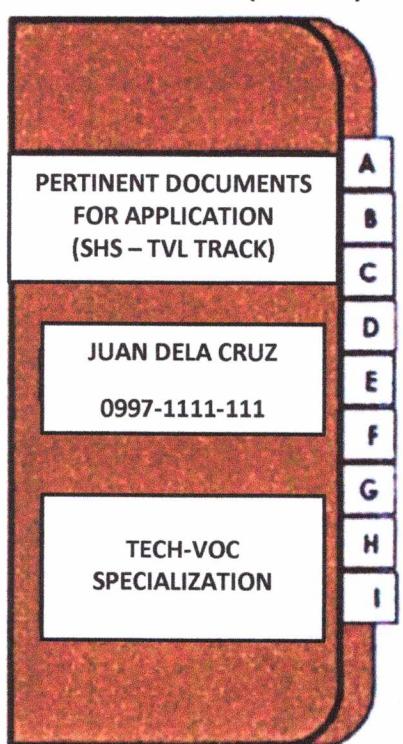
SENIOR HIGH - Academic (RED)



SENIOR HIGH – SPORTS / ARTS & DESIGN (BLUE)



SENIOR HIGH - TVL (BROWN)



**ANNEX C**

Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF BIÑAN CITY

CHECKLIST OF REQUIREMENTS

Non-teaching, Related Teaching, School Admin, and Teacher I (Elementary, JHS, & SHS)

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office or highest human resources officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of eligibility/Report of rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating periods covering one (1) year performance prior to the deadline of submission, if applicable			
j.	Checklist of requirements and Omnibus Sworn Statement on the Certificate on the Authenticity and Veracity (CAV) of the documents submitted and data Privacy Consent Form			

k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			
l.	Photocopy of Voter's ID and/or any proof of residency			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF 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

Subscribed and sworn to be before me this _____ day of _____, year _____.

Person Administering Oath

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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Department of Education
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 CITY SCHOOLS DIVISION OF BIÑAN CITY

CHECKLIST OF REQUIREMENTS

(Promotion to higher teaching positions)

Name of Applicant: _____ Application Code: _____

Position Applied For: _____

Office: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Attested:

Basic Documentary Requirement		Status of Submission <small>(To be filled-out by the applicant; Check if submitted)</small>	Verification <small>(To be filled-out by the HRMO/ HR Office/ sub-committee)</small>	
			Status of Submission <small>(Check if complied)</small>	Remarks
a.	Letter of intent addressed to the SDS			
b.	Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c.	Photocopy of Voter's ID and/or any proof of residency			
d.	Photocopy of valid and updated PRC License/ID			
e.	Photocopy of Certificate of Board Rating			
f.	Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g.	Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h.	Photocopy of latest appointment (for those applying for promotion)			
i.	Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j.	Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC II), Trainers Methodology Certificate (TMC), if applicable			
k.	Photocopy of required Performance Rating with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			

l.	Checklist of Requirements, CAV, Data Privacy Consent Form			
m.	Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs			

Attested:

Human Resource Management Officer

OMNIBUS SWORD STATEMENT

CERTIFICATION OF 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

Subscribed and sworn to be before me this _____ day of _____, year _____.

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