



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 2, 2025

DIVISION MEMORANDUM

No. 329 s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 318 s. 2025
(ACCEPTANCE OF APPLICATIONS AND ASSESSMENT FOR TEACHER I POSITIONS
FOR SCHOOL YEAR 2025-2026)**

To: OIC-Assistant Schools Division Superintendent
CID & SGOD Chiefs and Personnel
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

- Relative to Division Memorandum No. 318 s. 2025 titled Acceptance of Applications and Assessment for Teacher I Positions for School Year 2025-2026, all concerned are hereby informed of the additional provisions and clarifications regarding the application and assessment process.
- Pantawid Pamilyang Pilipino Program (4Ps) beneficiaries shall be exempted from the 50-point cut-off score provision. Applicant/beneficiary shall secure a certification from the DSWD-Provincial Operation Office- 4Ps Catanduanes (Capitol Compound), confirming their beneficiary status. This certification must be included in the submission of application documents.
- Teacher I applicants for SY 2024-2025 who did not meet the 50 points may opt to retain their scores and/or update their credentials:

A. Retain their Points/Rating	B. Update their Documents
<p>Submit one (1) folder containing the following:</p> <ol style="list-style-type: none"> 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 (Annex C) - download @ bit.ly/Annex_C Letter of intent addressed to the Schools Division Superintendent, Attn.: HRMP SB Chairperson Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (for those with work experience) Download the form at bit.ly/F212_PDS & bit.ly/WES_PDS Photocopy of valid and updated PRC ID Certificates of training attended from April 11, 2020 to present National Certificate (NC II/III, TMC) issued by TESDA (for TVL teacher applicants) 	<p>Submit one (1) folder containing the following:</p> <ol style="list-style-type: none"> 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 (Annex C) - download @ bit.ly/Annex_C Letter of intent addressed to the Schools Division Superintendent, Attn.: HRMP SB Chairperson Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (for those with work experience) Download the form at bit.ly/F212_PDS & bit.ly/WES_PDS Photocopy of valid and updated PRC ID Certificates of training attended from April 11, 2020 to present National Certificate (NC II/III, TMC) issued by TESDA (for TVL teacher applicants) Documents for updating: <ol style="list-style-type: none"> For Education- Transcript of Records/Diploma or Certification of highest educational attainment For Experience- all service record and/or certificate of employment

- For information, wide dissemination, guidance and compliance.

By Authority of the OIC-Schools Division Superintendent:

[Signature]
EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge