



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



Office of the Schools Division Superintendent

February 10, 2023

Division Memorandum
No. 58, s. 2023

**CALENDAR OF ACTIVITIES IN PREPARATION OF COMPARATIVE ASSESSMENT
RESULT (CAR)/CAR-REGISTRY OF QUALIFIED APPLICANTS (CAR-RQA) FOR
SCHOOL YEAR 2023-2024**

TO: ALL TEACHER APPLICANTS
OSDS DIVISION
CURRICULUM IMPLEMENTATION DIVISION
SCHOOL GOVERNANCE AND OPERATIONS DIVISION
SCHOOL HEADS
ALL OTHERS CONCERNED

1. Pursuant to DepEd Order No. 19, s. 2022 or the Department of Education Merit Selection Plan, Schools Division of Tabuk City is now accepting application for the Comparative Assessment Result- Registry of Qualified Applicants (CAR-RQA) SY 2023-2024.
2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply and submit **2 (two) folders** to the school nearest to them on or before **February 28, 2023**.
3. All applicants, **both old and new** are required to submit the following documents with ear tabs in order (avoid using clear books):
 - a. Checklist of Requirements with Omnibus Sworn Statement; (*enclosed*)
 - b. Letter of intent addressed to the Head of Office;
 - c. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - d. Photocopy of Certificate of Eligibility/Rating/License/ID;
 - e. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
 - f. Photocopy of Service Record or Certificate of Employment, if applicable;



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
Contact numbers: 074-624-1619/ 074-624-1620
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Website: <https://www.depedtabukcity.com>



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- g. Photocopy of Certificates of Training, if applicable;
 - h. Photocopy of the latest Performance Rating covering one (1) year performance, if applicable;
 - i. Photocopy of Voter's ID and/or proof of residency or certification from COMELEC that applicant is a bona fide resident of the barangay;
 - j. Other documents as may be required.
4. Applicants for both JHS and SHS, kindly provide separate application folders. Likewise for demo and interview, get/prepare separate topics for both. For easy identification, color coding of folders will be applied. **Red** for Elementary, **Blue** for JHS and **Yellow** for SHS. For uniform cover/label of folder, use the format:
- CATHERINE M. BADONG
Purok 6, Bulanao, Tabuk City, Kalinga
JHS-Tabuk City National High School
09207106218
5. Documents submitted by the applicants will be rated as follows in accordance with the Department of Education Merit Selection Plan (DO 19, s. 2022):

Education	Training	Experience	PBET/LET LEPT Rating	PPST COIs (Classroom Observation)	PPST NCOIs (Teacher Reflection)	TOTAL
10 pts.	10 pts.	10 pts.	10 pts.	35 pts.	25 pts.	100 pts.

6. Teacher Applicants for Senior High School must include the following documents, together with the mandatory documents specified in item 3:
- a. Letter of intent which shall highlight the following information: expression of interest/ statement of purpose; subject group which he or she intends to teach; preferred school.
 - b. Certified copy of the certificate of relevant specialized training;
 - c. Certified copy of Transcript of Records with specialization in relevant strand/ specialized subject;
 - d. For TVL, a TESDA National Certificate (NC) that is at least one level higher than the course to be taught or the same level if there is no higher-level NC (e.g., For a SMAW NC 11 teacher, NC III in SMAW);
 - e. Also, for TVL, a Certified copy of Trainers Methodology Certificate (TMC)
7. Applicants who fail 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 19, s. 2022)





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8. The applicant assumes full responsibility and accountability for the 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 ground for disqualification. (Item 22, DO 19, s. 2022)
9. Applicants are required to register online to this link: **<https://tinyurl.com/CAR-RQA-2023-2024-Registration>** prior to submission of their folders to their preferred school. Application Code will be sent thru SMS/email.
10. For demo teaching, applicants will get their respective topics to the school where they submitted their intent.
11. In view hereof, this Office will be guided through scheduling of activities as shown below:

Activity	Date	Persons In-charge	Desired Output
Submission of Application Documents	February 10-28, 2023	School Head School Staff	Receipt of Application Documents
Orientation on the New MSP and RSA Guidelines for Teacher I	February 28, 2023	HRMPSB Chairman, PSDSs, AO V, HRMO, Secretariat	Uniform understanding on the assessment of paper documents of applicants in accordance with the New MSP
Consolidation of Application Documents	March 1-10, 2023	AO II in charge in the School	Consolidated List of Applicants
Submission of folders to the Division Office	March 13, 2023	AO II in charge in the School	Receipt of documents at the DO
Paper Assessment	March 14-24, 2023	PSDSs, EPS	Assessed documents of teacher applicants
Demo Teaching and Interview	March 27-April 28, 2023	SHs, PSDSs, EPS, DHs,	Accomplished Rating Sheets, Inter-Observer Agreement



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	<i>(separate memo will be issued on the exact dates)</i>	Subject Group Heads, AO IIs HRMO, Secretariat	Form, Observation Notes, Teacher Reflection Form
Consolidation of Scores	May 1-19, 2023	Secretariat	Comparative Assessment Result
Posting of Comparative Assessment Result	May 22-June 13, 2023	Secretariat	*queries/clarifications /verifications are entertained
Finalization of Comparative Assessment Result (CAR)/CAR-Registry of Qualified Applicants (CAR-RQA) for SY 2023-2024	June 14-30, 2023	Secretariat	Signed CAR/CAR-RQA for SY 2023-2024

12. All DepEd personnel involved in the selection process shall assume full responsibility and perform their duties in accordance with the DepEd Merit Selection Plan and are entitled to compensatory time off (CTO) for Saturdays, Sundays and Holidays rendered in the discharge of their jury duties.
13. Meals and snacks during the conduct of activities relative to the preparation of CAR-RQA 2023-2024 shall be charged to local funds subject to the usual auditing and accounting rules and regulations.
14. Widest and immediate dissemination of this memorandum is required.


IRENE S. ANGWAY PhD, CESO VI
Schools Division Superintendent





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Annex C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 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. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
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 period(s) covering one (1) year performance prior to the assessment, if applicable			
j. 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)			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and 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			

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.

Attested:

_____ School Head

_____ Name and Signature of Applicant

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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