



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

Advisory No. 094, s. 2023
October 16, 2023


In compliance with DepEd Order No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001, but only for the
information of all Elementary and Secondary School Heads, SDO employees and all
interested applicants

**SCHEDULE ON THE SUBMISSION OF TEACHER I APPLICATION
DOCUMENTS FOR THE 2ND BATCH OF RQA SY 2023 - 2024**

1. Please be advised that we are now accepting Teacher I applicants for the **2nd batch** of the Registry of Qualified Applicants (RQA) for school year 2023 – 2024.
2. All interested and qualified applicants may submit the attached list of required documents to any of the following on or before **October 23, 2023**:
 - Office of the School Principal of school preference
 - PSB Receiving Committee through the Records Unit or
 - Email address at batanes@deped.gov.ph.
3. Guidelines to be used is DepEd Order 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education).
4. Schedule of Demonstration Teaching and Teacher Reflection will be announced on a separate memorandum.
5. For the information and guidance of all concerned.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

For the SDDS:


VIRGINIA A. VINALAY
Administrative Officer V
Officer In-Charge



OSDS/abgj/ebe



Address: Basco, Batanes, 3900
Contact No.: 09603974200
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Website: <https://batanes.deped.gov.ph>

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CHECKLIST OF REQUIREMENTS

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

Application Code: _____

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 to the highest HRMO			
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 Rating in the last rating period(s) covering one (1) year performance prior to the deadline of submission, 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), notarized by authorized Official			
k. Other documents as may be required by the HRMPSB for comparative assessment including but not limited to: 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 and 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			

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 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.