



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

February 8, 2024

DIVISION MEMORANDUM

No. 621, s.2024

ADJUSTED SCHEDULE OF ACTIVITIES FOR THE RECRUITMENT AND SELECTION OF TEACHER I APPLICANTS FOR SY 2024-2025

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC-PSDSs
Elementary and Secondary School Heads
Others Concerned

1. This is to inform the field of the adjusted schedule of activities in connection with the recruitment and selection of Teacher I applicants for SY 2024-2025 as shown in the following table:

DATE	ACTIVITIES	VENUE	Person/Committee In-Charge
February 5- 28, 2024	Evaluation of documents of qualified applicants	Division Office	HRMPSB; Sub-Committees
February 29, 2024	Meeting of Division Sub-Committee Team Leaders	Bulwagan ng Karunungan 8:00 AM	HRMSPB; Sub-Committee Team Leaders
March 1, 2024	A.M. Orientation of Teacher Applicants; Conduct of Teacher Reflection; P.M. Assignment of Topics for Demonstration Teaching	Identified Venues*	Sub-Committees Teacher Applicants
March 4-15, 2024	Conduct of Demonstration Lesson	Identified Venues*	Sub-Committees Teacher Applicants



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March 18-20, 2024	Review and Finalization of CAR and CAR-RQA	Division Office	HRMSPB
March 21, 2024	Submission of the CAR and CAR-RQA to the SDS for approval	SDS Office	HRMSPB
March 22, 2024	Posting of the RQA	3 conspicuous places in the Office and other modes of posting	HRMO

Important:

**Venues for the Orientation, Teacher Reflection, and assignment of topics for Demonstration Teaching.*

For Elementary: Central Schools

For JHS and SHS:

- *Bulan NHS for applicants from Bulan*
- *Matnog NHS for applicants from Matnog and Sta. Magdalena*
- *Gubat NHS for applicants from Gubat, Barcelona, Bulusan and Pto. Diaz*
- *Donsol NCHS for applicants from Pilar and Donsol*
- *Cumadcad NHS for applicants from Castilla*
- *Gallanosa NHS for applicants from Irosin*
- *CTVS for applicants from Juban, Magallanes and Casiguran*

**The Sub-Committee heads shall coordinate with the concerned School Heads regarding the room assignments for demonstration teaching.*

2. To expedite the evaluation of documents, the following are authorized to report to the Division Office to assist the Sub-Committee for Secondary:

IVY JILL H. VALMORES	ASP 2	MATNOG NHS
JOEL JAO	ASP 2	GALLANOSA NHS
VIVIAN ABEJURO	P-I	CULASIN NHS
MA. ANNA DEJUCOS	HT-III	BULACAO NHS
DENVER GERERO	TIC	SUA NHS
ROGER HALLIG	P-2	DEL CARMEN



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3. A copy of the schedule for demonstration teaching should be submitted to the Division Office, thru the HRMO, for reference purposes.
4. Immediate dissemination of and compliance with this Memorandum are earnestly desired.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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