



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF DUMAGUETE CITY

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Office of the Schools Division Superintendent

January 25, 2022

**DIVISION MEMORANDUM**

No. 030, S. 2022

**ACCEPTANCE OF APPLICATIONS FOR K TO 12 TEACHER 1  
APPLICANTS FOR SCHOOL YEAR 2022-2023**

TO: Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Elementary and Secondary School Heads  
All Other Concerned

1. Please be informed that this Office is now starting to accept online applications for K to 12 teacher applicants for school year 2022-2023. Deadline for the submission of application is on February 28, 2022.
2. To submit scanned application documents, visit **[chadaassist.depeddumaguete.com](http://chadaassist.depeddumaguete.com)** and follow the instructions stipulated in the attached guidelines.
3. All applicants are invited to visit the DepEd Dumaguete Web Page and the Division Facebook page (DepEd Dumaguete Teacher Applicants) for your online orientation and inquiries.
4. Wide and immediate dissemination of this Memorandum is desired.

  
**GREGORIO CYRUS R. ELEJORDE, Ed.D., CESO V**  
Schools Division Superintendent





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**GUIDELINES GOVERNING THE DIVISION SELECTION AND RANKING OF K TO 12 TEACHER 1 APPLICANTS FOR SCHOOL YEAR 2022-2023**

1. The selection and ranking of Teacher I applicants for School Year 2022-2023 will use the following directives and orders: (You may download herein orders from the DepEd Dumaguete website for your reference)
  - DO No. 7, s. 2015 – Hiring Guidelines for Teacher I
  - DO No. 3, s. 2015 – Hiring Guidelines for Senior High School teaching positions
  - DO No. 9, s. 2016 – Supplementary Guidelines
  - DO No. 32, s. 2016 – Supplementary Guidelines
  
2. Submission of application documents addressed to the Schools Division Superintendent will be made online through the Chada Assist Online Platform (**chadaassist.depeddumaguete.com**) following the steps below:
  - Go to Division Request
  - Choose Services
  - Attach file (attach scanned copy of the required documents in 1 single file with no space in the file name, preferred filename is the applicant's complete name)
    1. Application Letter
    2. Personal Data Sheet
    3. Transcript of Records and QPA Certification issued by the Registrar's office
    4. LET/PBET Results
    5. Service Record or Certificate of Employment
    6. Training Certificates
    7. Omnibus Certification of Authenticity and Veracity of documents
  - Requested by (applicant's name)
  - Purpose (For ranking of Teacher I)
  - Cellphone Number (indicate active contact number)
  - Email address (indicate active email address)
  
3. Interview of Applicants
  - Virtual Interview is the mode of interview to be used.
  - Schedule of interview will be posted later on the DepEd Dumaguete Website/*DepEd Dumaguete Teacher Applicants* Facebook page by the secretariat or through a memorandum.
  
4. Demonstration Teaching
  - Applicant may choose a specific competency for demonstration teaching.
  - Schedule of demonstration will be made by grade level for elementary, and per subject area for secondary.
  - Demo teaching delivery is limited to 10 minutes only.
  - Scheme or mode of demonstration teaching shall be virtual.
  - Schedule of demonstration will be posted later on the Division Website/DepEd Dumaguete Teacher Applicants Facebook page by the secretariat or through a memorandum to be posted in the official DepEd website.





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5. Posting of Ranking Results
  - Results of the selection and ranking process shall be published in the DepEd Dumaguete website and on the Facebook page created for this purpose.
6. Inquiries and Clarification
  - Inquiries and clarification about the guidelines, processes, and results shall be made through the Facebook page and/or through the hotline, which will be prepared exclusively for the applicants.
  - Response to inquiries shall also be made through the same page.
  - Only authorized personnel shall officially deal with all queries, subject to consultation of the Personnel and Selection Board members.
7. Dates to Remember
  - Online Submission of Application Documents – January 31, 2022 – February 28, 2022
  - Orientation – March 2022
  - Interview – April 2022
  - Demonstration Teaching – May 2022
8. Further Announcements
  - For more future announcements of the ranking process, visit [www.deped.dumaguete.gov.ph](http://www.deped.dumaguete.gov.ph) or the DepEd Dumaguete Teacher Applicants Facebook page.

