



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

July 5, 2024

DIVISION MEMORANDUM

No. 401 s. 2024

CONDUCT OF OPEN DOORS (Optimizing Personnel Enhancement Networks through the Division's Open Ranking System) AND SUBMISSION OF COMPARATIVE ASSESSMENT RESULT (CAR) FOR TEACHER II AND TEACHER III FOR THE SCHOOL YEAR 2024-2025

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors/Public Schools District Supervisors
Elementary and Secondary School Heads
Schools Administrative Officer
All Others Concerned

1. In our continued pursuit towards excellence in Human Resource Management, this office hereby announces to the field the submission of Comparative Assessment Result (CAR) for Teacher II and Teacher III Positions for the School Year 2024-2025 employing the **OPEN DOORS (Optimizing Personnel Enhancement Networks through the Division's Open Ranking System)** mechanism.
2. This office further announces the Ranking of all teachers for Promotion to Teacher II and Teacher III in the Elementary, Junior High School and Senior High School levels for School Year 2024-2025 to be conducted by the Division Selection Sub-Committees (DSSC).
3. To be guided on the conduct of these undertakings, the following enclosures are provided:
Enclosure A – OPEN DOORS Algorithm for Teacher II and Teacher III Positions
Enclosure B – List of Documentary Requirements
Enclosure C – Qualification Standards for the Positions
Enclosure D – Criteria, Points and Supporting Documents
Enclosure E- Template Comparative Assessment Result for Elementary, Junior and Senior High
4. Teachers will be assessed using **DO No. 66, s. 2007 (Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions)**. All concerned are advised to download the above-cited memorandum at www.deped.gov.ph
5. Moreover, they must have at least one (1) complete Performance Rating cycle with at least a Very Satisfactory (VS) or Outstanding rating of the present position for School Year 2023-2024 before he/she can apply for the next higher position.
6. Pertinent documents for shall be submitted directly to the **District Office**. Teachers who failed to submit mandatory documents as herein mentioned on the set deadline indicated in this memorandum shall not be included in the Comparative Assessment Results. **No additional documents shall be accepted after the said deadline, as indicated in this memorandum.**
7. Public Schools District Supervisor shall prepare separate Comparative Assessment Result (CAR) for Teacher II and Teacher III separating the elementary, secondary (by specialization) and senior high (by strand) applicants.



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8. Both hard and soft copies of the CAR shall be submitted to the HRMP SB. For soft copies, please send the file (excel format) to the following email addresses and:
 - 8.1 naisy_brosas@deped.gov.ph (c/o Naisy M. Brosas) for Teacher 2 and 3 Elementary level;
 - 8.2 jim_lodevico@deped.gov.ph (c/o Jim P. Lodevico) for Teacher 2 & 3 Junior high school level;
and
 - 8.3 marializa_delfin@deped.gov.ph (c/o Maria Liza E. Delfin) for Teacher 2 & 3 Senior high school level
9. Soft copies of the CAR be submitted on or before July 22, 2024 via email, as stated above, copy furnished to henrietta_managbanag@deped.gov.ph. Sending multiple email messages is prohibited, there should only be one source of information per district. Hard copies of the CAR shall be submitted to the HRMP SB on the same date.
10. All expenses incurred for meals and other incidental expenses of the District/School Selection Sub-Committees will be charged against their local/school MOOE funds while the Division Selection Committee (DSC) will be charged against OSDS funds subject to the usual auditing and accounting rules and regulations.
11. Immediate and wide dissemination of this memorandum are desired.

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SHERLITA A. PALMA EdD, CESO VI
Assistant Schools Division Superintendent
Officer in Charge-Schools Division Superintendent

Enclosure: as stated

Reference: DepEd Order No. 66, s. 2007, ORAOHRA

To be indicated in the Perpetual Index under the following subjects:

OPEN DOORS

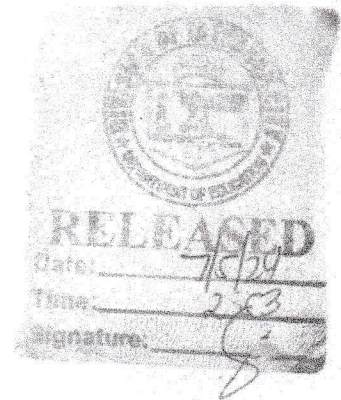
ANNOUNCEMENT

HIRING

SUBMISSION

PROMOTION

OSDS/PS/NMB/070524





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Enclosure A of Division Memorandum No. ____ s. 2024

OPEN DOORS
ALGORITHM FOR TEACHER II AND TEACHER III POSITIONS
SCHOOL YEAR 2024-2025

| Step(s) | Activity | Date | Person Responsible |
|----------------|--|------------------|--|
| 1 | Submission of pertinent documents based on the Qualification Standards (QS) appropriate for the said position | July 15, 2024 | District offices |
| 2 | Conduct orientation to District Selection Committees -Assessment of teachers' documents viz-a-viz Qualifications Standards -Confirmation of Points | July 17-19, 2024 | District Selection Sub-Committees District/School Administrative Officers |
| 3 | Submission of hard copies including soft copies of the CAR from the 10 schools districts to the Division Office. | July 22, 2024 | HRMPSB Personnel unit |
| 4 | Validation and Final review of the CAR from district offices | July 25-26, 2024 | HRMPSB Personnel unit |
| 5 | Release of the Final CAR-P of Teacher II and Teacher III for School Year 2024-2025 | August 2, 2024 | HRMPSB Personnel unit Secretariat |

