



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

February 28, 2025

DIVISION MEMORANDUM

No. 132 s. 2025

**SCHEDULE OF ACTIVITIES RELEVANT TO THE RECRUITMENT PROCESS OF APPLICANTS FOR
TEACHER I POSITION IN ELEMENTARY, JUNIOR HIGH SCHOOL,
AND SENIOR HIGH SCHOOL LEVELS**

TO : School Administrators
Public Elementary & Secondary Schools
All Others Concerned
This Division

1. In relation to the recruitment for Teacher I position in Kindergarten/Elementary, Junior High School, and Senior High School, this office hereby announces the following schedule of activities:

Activity	Date	Venue
Preparation of Lesson Plan and Instructional Materials	March 17 – 20, 2025 (8:00 am – 5:00 pm)	Baybay City National Night High School, 30 de Diciembre St., Baybay City, Leyte
Demonstration Teaching	March 18 – 21, 2025 (8:00 am – 5:00 pm)	Baybay I CS - Elementary Level Baybay National High School - JHS Level Baybay City SHS – SHS Level
Teacher Reflection	March 24, 2025	Baybay City National Night High School, 30 de Diciembre St., Baybay City, Leyte
Behavioral Events Interview	March 25 – 26, 2025	Baybay City Division Education Center (BCDEC), 30 Diciembre St., Baybay City, Leyte
Confirmation of Points	To be announced	Baybay City Division Education Center (BCDEC), 30 Diciembre St., Baybay City, Leyte

2. A separate memorandum will be issued with further details regarding the procedures and conduct of the aforementioned activities.
3. Expenses incurred relevant to the conduct of the aforementioned activities are chargeable to OSDS/MOOE Funds subject to the usual accounting and auditing rules and regulations.
4. Wide and immediate dissemination of this memorandum is desired.

for:
MANUEL P. ALBAÑO, PhD, CESO V
Schools Division Superintendent

S.O. No. 104, s. 2025

Incl.: None

Reference: DO 7, s. 2023, DO 21, S. 2024

To be indicated in the perpetual index under the following subjects:

RECRUITMENT

PERSONNEL

POLICY



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