

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

ORD No. 2023-1063

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **WILFREDO E. CABRAL, CESO III**  
 Regional Director

SUBJECT : **SCHEDULE OF TEACHER ONLINE APPLICATION/  
 MOCK APPLICATION IN DEPED-NCR**

DATE : October 12, 2023

1. Enclosed is a copy of the Memorandum dated October 5, 2023 of Director Resty C. Osias, LL.M., CESO IV on the above captioned activity, designating NCR as the Pilot Testing Area for the Teacher Application Online (TAO) System, for information and guidance.
2. In this connection, Schools Division Superintendents are advised to let two (2) representatives join the activity. Other details will be announced as soon as the scheduled date will be finalized in coordination with Deped-Central Office.
2. For immediate dissemination.



Address: Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



Republic of the Philippines  
**Department of Education**

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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*OFFICE OF THE DIRECTOR*

**MEMORANDUM**

FOR : **WILFREDO E. GABRAL, CESO III**  
*Regional Director, DepEd NCR*

FROM : **DIR. RESTY C. OSIAS, LL.M, CESO IV**  
*Director IV*

SUBJECT : **Schedule of Teacher Online Testing / Mock Application in DepEd NCR**

DATE : 5 October 2023

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As earlier agreed, DepEd NCR shall be the Pilot Testing area for the Teacher Application Online (TAO) system of the BHROD. This would involve simultaneous mock applications utilizing your staff and personnel from the region and selected division. We would like to know what is your most appropriate date and time to conduct this activity which we estimate to take up 30 minutes at the most.

We have prepared a simple instructional presentation to guide the "applicants" in going through the stages of application. A link shall be provided, and they can apply using their desktops, laptops, or smart phones with internet connections. To make applications easier for our staff, sample documents in PDF format shall be provided to simulate the uploading of required documents for applications.

We would welcome all comments and suggestions during and after this activity.


**Attachments:**

Instructional Presentation  
Dummy Documents for Uploading

# Teacher Application Online

HOW TO APPLY IN 4 EASY STEPS



A glowing yellow tent is pitched on a rocky mountain peak at night. The tent is illuminated from within, casting a warm yellow light. The surrounding landscape is dark and rugged, with snow patches visible on the mountain slopes. The sky is a deep blue, dotted with stars and a bright moon in the upper right corner.

The way to get  
started is to just go to

[www.deped.gov.ph/TAO](http://www.deped.gov.ph/TAO)

# Introduction



With Teacher Application Online, you can anywhere with internet connection using your PC, Laptop, even your Mobile Phone.

Just click -

<https://a149369.fmphost.com/fmi/webd/OnlineApp?lgcnt=0&guest=1&autherr=0>



Welcome to the Department of Education  
Teacher Application Online (TAO)



# MATATAG

Bansang Makabata



Batang Makabansa



 Register

# Follow these 4 easy steps

- Open the Home Page and click Register
- Fill up Applicant Information and Upload Picture
- Check Box and Upload PDF Documents in proper order
- Input Unique Applicant Number and email then click submit

## Recruitment Selection and Appointment Tool

### Personal Information

Time Stamp

18/09/2023 3:14:56 pm

Insert Picture



Specialization (Junior High School Level Applicants only)

Specialization (Senior High School Level Applicants only)

\*Position Applied for

Teacher I - Elementary

\*PBET/LET/LEPT  
RATINGS

86

\*First name

Jane

Middle name

Cruz

\*Surname

Cuevas

\*Birthdate

22/09/2000

\*Contact number

09178742321

\*Sex

Female

\*Marital Status

Single

\*Email

janecuevas@gmail.com

Address

112 General Street, Project 8, Bahay Toro, Quezon City

## PDS, ELIGIBILITY, CLEARANCES AND OTHER RECORDS

**\*Please upload documents in the listed order and in PDF Format**

Click



Upload

- ❑ 1. Written application (Letter of Intent)
- ❑ 2. CSC Form 212 Personal Data Sheet (Revised 2017) in two copies with the latest passport size ID picture
- ❑ 3. Certified photocopy of PRC, Certificate of Registration/License (not expired)
- ❑ 4. Certified photocopy of rating, obtained in the Licensure Examination for Teachers (LET)
- ❑ 5. Certified copy of the Voter's ISD
- ❑ 6. NBI Clearance
- ❑ 7. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant and duly notarized.
- ❑ 8. Others

Click Choose File



**Insert**

Choose File No file chosen

Upload

Cancel

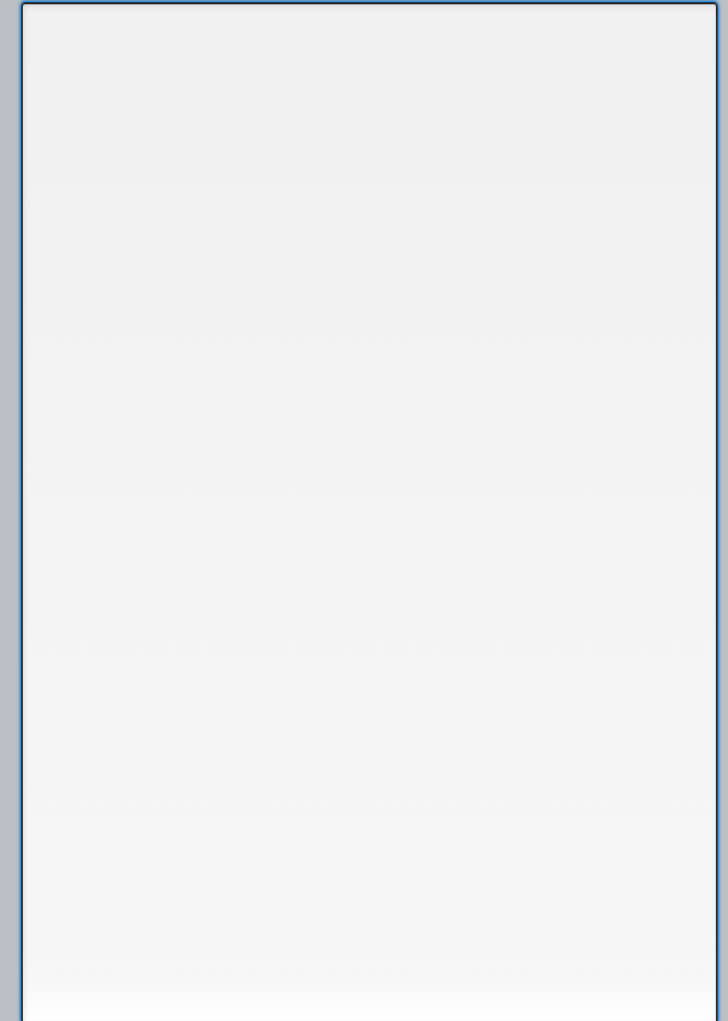
*\*Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable*

*\*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), using the attached form (Annex C), notarized by authorized official; and*

*\*Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:*

*i. 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*

*ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20(i) is not relevant to the position to be filled, if applicable.*





# PDS, ELIGIBILITY, CLEARANCES AND OTHER RECORDS

**\*Please upload documents in the listed order and in PDF Format**

Upload

- 1. Written application (Letter of Intent)
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PERSONAL DATA SHEET										
<p><b>WARNING:</b> Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of Administrative/Criminal cases against the person concerned.</p> <p>READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM (Print legibly. Tick appropriate boxes) and use separate sheet if necessary. Indicate N/A if not applicable. <b>DO NOT ABANDONATE.</b></p>										
<b>I. PERSONAL INFORMATION</b>										
2. SURNAME	BICAD			10. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization <small>Please indicate country.</small>					
3. DATE OF BIRTH (mm/dd/yyyy)	11/9/1987			11. RESIDENTIAL ADDRESS	185 F. BENITEZ ST PASADENA SA SAN JUAN CITY METRO MANILA 1500					
4. PLACE OF BIRTH	QUEZON CITY			12. PRESENT ADDRESS	185 F. BENITEZ ST PASADENA SAN JUAN CITY METRO MANILA 1500					
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Other/Is:			13. SSN NO.	33-0238054-6			14. TELNO NO.	N/A	
6. CIVIL STATUS				14. TIN NO.	238-033-517			15. AGENCY EMPLOYEE NO.	006-088-079-000	
7. HEIGHT (in)	1.87			15. MOBILE NO.	09398730089			16. E-MAIL ADDRESS (if any)	pbicad.pno@gmail.com	
8. HEIGHT (kg)	75									
9. BLOOD TYPE	"O"									
10. GSE I/NO.	NIA									
11. PAGIBIG I/NO.	105002053930									
12. PHILHEALTH I/NO.	02-0504117929									
<b>II. FAMILY BACKGROUND</b>										
22. SPOUSE'S SURNAME	BICAD			23. NAME OF CHILDREN (With full name and sex)	AKILAH THAYNE BUENALUZ BICAD					
24. FATHER'S SURNAME	BICAD			24. DATE OF BIRTH (mm/dd/yyyy)	07/15/2015					
25. MOTHER'S MARDEN NAME	BICAD									
26. SPOUSE'S FIRST NAME	IANNE GILLIAN									
27. SPOUSE'S MIDDLE NAME	BUENALUZ									
28. SPOUSE'S OCCUPATION	COMPUTER ASSOCIATES									
29. SPOUSE'S BUSINESS NAME	MAERKS									
30. SPOUSE'S BUSINESS ADDRESS	ESTANCIA PABIG CITY									
31. SPOUSE'S TELEPHONE NO.	723-0401									
32. FATHER'S FIRST NAME	DOMINGO									
33. FATHER'S MIDDLE NAME	LEGASPI									
34. FATHER'S OCCUPATION										
35. MOTHER'S FIRST NAME	MAURICIO									
36. MOTHER'S MIDDLE NAME	EVELYN									
37. MOTHER'S OCCUPATION	BALWAG									
<b>III. EDUCATIONAL BACKGROUND</b>										
38. LEVEL	39. NAME OF SCHOOL (Full name)	40. BASIC EDUCATION/DEGREE/COURSE (Print in full)	41. YEAR ATTENDED (From To)	42. HIGHEST LEVEL ATTAINED (Print in full)	43. YEAR GRADUATING	44. SCHOLARSHIP ACHIEVED (Indicate awarding agency)				
ELEMENTARY	SAN JUAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1994 2000	GRADUATED	2000	N/A				
SECONDARY	SAN JUAN MUNICIPAL HIGH SCHOOL	HIGH SCHOOL	2000 2004	GRADUATED	2004	N/A				
	N/A									
COLLEGE	PHILIPPINE COLLEGE OF CRIMINOLOGY	BACHELOR OF SCIENCE IN CRIMINOLOGY	2009 2013	GRADUATED	2013	N/A				
GRADUATE STUDIES	N/A									
<b>IV. SIGNATURE AND DATE</b>										
45. SIGNATURE				46. DATE						

# ACADEMIC RECORDS

**Upload academic records/documents in PDF Format**

Upload

- 1. Certified copies of Transcript of Records (Certification of General Weighted Average issued by the school/School Selection Committee)
- 2. Diploma, including completion of graduate and post-graduate units/degrees.

<b>East High School</b> Official Transcript 123 Mountain Road, Dead River, Maine 04000 Phone _____ Website _____				<b>Student Personal Information</b> Date of Birth Parent/Guardian Date of Enrollment Date of Graduation	Address Contact Info																																																																																																																				
<table border="1"> <thead> <tr> <th>Learning Experience</th> <th>Proficiency Level</th> <th>Duration</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>2009-2010</b></td> </tr> <tr> <td>English 9</td> <td>3.5</td> <td>Year</td> <td>Honors</td> </tr> <tr> <td>History 9</td> <td>3.0</td> <td>Year</td> <td>Course</td> </tr> <tr> <td>Geometry</td> <td>3.0</td> <td>Year</td> <td>Course</td> </tr> <tr> <td>Spanish I</td> <td>3.5</td> <td>Year</td> <td>Course</td> </tr> <tr> <td>Earth Science</td> <td>3.0</td> <td>Year</td> <td>Course</td> </tr> <tr> <td>Art 1</td> <td>3.0</td> <td>Year</td> <td>Course</td> </tr> <tr> <td colspan="4"><b>2010-2011</b></td> </tr> <tr> <td>English 10</td> <td>3.5</td> <td>Year</td> <td>Course</td> </tr> <tr> <td>History 10</td> <td>4.0</td> <td>Year</td> <td>Honors</td> </tr> <tr> <td>Algebra II</td> <td>4.0</td> <td>Year</td> <td>Course</td> </tr> <tr> <td>Spanish II</td> <td>3.5</td> <td>Year</td> <td>Course</td> </tr> <tr> <td>Chemistry</td> <td>4.0</td> <td>Year</td> <td>Honors</td> </tr> <tr> <td>Drama</td> <td>4.0</td> <td>Semester</td> <td>Course</td> </tr> <tr> <td colspan="4"><b>2011-2012</b></td> </tr> <tr> <td>English Language and Composition (AP)</td> <td>3.5</td> <td>Year</td> <td>Honors</td> </tr> <tr> <td>US History</td> <td>4.0</td> <td>Year</td> <td>Independent</td> </tr> <tr> <td>Calculus</td> <td>3.5</td> <td>Year</td> <td>Course</td> </tr> <tr> <td>Spanish III</td> <td>3.5</td> <td>Year</td> <td>Course</td> </tr> <tr> <td>Physics</td> <td>3.5</td> <td>Year</td> <td>Course</td> </tr> <tr> <td>Software Development, Inc.</td> <td>3.5</td> <td>Year</td> <td>Internship</td> </tr> <tr> <td colspan="4"><b>2012-2013</b></td> </tr> <tr> <td>English 101</td> <td>4.0</td> <td>Semester</td> <td>Dual-Enrollment</td> </tr> <tr> <td>Mountain Biotech Industries (STEM)</td> <td>3.5</td> <td>Year</td> <td>Internship</td> </tr> <tr> <td>Physical Education</td> <td>4.0</td> <td>Semester</td> <td>Course</td> </tr> <tr> <td>Statistics (AP)</td> <td>3.8</td> <td>Year</td> <td>Course</td> </tr> <tr> <td>Health</td> <td>4.0</td> <td>Semester</td> <td>Course</td> </tr> <tr> <td>Psychology (AP)</td> <td>4.0</td> <td>Semester</td> <td>Honors</td> </tr> </tbody> </table>				Learning Experience	Proficiency Level	Duration	Type	<b>2009-2010</b>				English 9	3.5	Year	Honors	History 9	3.0	Year	Course	Geometry	3.0	Year	Course	Spanish I	3.5	Year	Course	Earth Science	3.0	Year	Course	Art 1	3.0	Year	Course	<b>2010-2011</b>				English 10	3.5	Year	Course	History 10	4.0	Year	Honors	Algebra II	4.0	Year	Course	Spanish II	3.5	Year	Course	Chemistry	4.0	Year	Honors	Drama	4.0	Semester	Course	<b>2011-2012</b>				English Language and Composition (AP)	3.5	Year	Honors	US History	4.0	Year	Independent	Calculus	3.5	Year	Course	Spanish III	3.5	Year	Course	Physics	3.5	Year	Course	Software Development, Inc.	3.5	Year	Internship	<b>2012-2013</b>				English 101	4.0	Semester	Dual-Enrollment	Mountain Biotech Industries (STEM)	3.5	Year	Internship	Physical Education	4.0	Semester	Course	Statistics (AP)	3.8	Year	Course	Health	4.0	Semester	Course	Psychology (AP)	4.0	Semester	Honors	<b>Academic Summary</b> GPA: 3.75 Magna Cum Laude SAT/ACT Scores Academic Awards Academic Achievements Title of Capstone Project	
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<b>Graduation Standards: Cross-Curricular Skills</b>				<b>Proficiency Level</b>																																																																																																																					
<b>Maine Learning Results</b>		Clear and effective communicator		3.0																																																																																																																					
<b>Guiding Principles</b>		Self-directed and lifelong learner		3.25																																																																																																																					
*The achievement of graduation standards is verified over time as students demonstrate proficiency through multiple assessments, projects, portfolios, and exhibitions.		Creative and practical problem solver		3.50																																																																																																																					
		Responsible and involved citizen		3.75																																																																																																																					
		Integrative and informed thinker		4.0																																																																																																																					
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Mathematics				Science and Technology																																																																																																																					
Social Studies				Health Education and Physical Education																																																																																																																					
World Languages				Visual and Performing Arts																																																																																																																					
Career Education and Development				Additional Graduation Requirements																																																																																																																					
Capstone Project				Service Learning Requirement																																																																																																																					

## TRAININGS

**Upload trainings documents in PDF Format**

Upload

Photocopy of Certificate/s of Training, if applicable

**CERTIFICATE  
OF  
COMPLETION**

-----

**THIS AWARD CERTIFIES THAT**

\_\_\_\_\_

**HAS SUCCESSFULLY COMPLETED**

\_\_\_\_\_



\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE**

## EXPERIENCE

***Upload employment documents in PDF Format***

Upload

- 1. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
- 2. Photocopy of latest appointment, if applicable.

### **CERTIFICATE OF EMPLOYMENT**

*This is to certify that*

**OLIVER M. VILLANUEVA**

*has been employed in*

**Bethsaida CBR Services for the Disabled, Inc.**

*as*

**Administrative Officer**

*from January 2013 up to the present*

This certification is being issued upon the request of the aforementioned name for whatever lawful purpose it may serve him best.

Given this 16<sup>th</sup> day of **May 2013** at Tiaong, Quezon.

**REV. BENJAMIN R. HUGO**

Executive Director  
Bethsaida, Inc.

## EXPERIENCE

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Executive Director  
Bethsaida, Inc.

## ***OMNIBUS SWORN STATEMENT AND DATA PRIVACY CONSENT***

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. I also Acknowledge and voluntarily give my consent for the processing of my personal data in accordance with the provision of data privacy act of 2012

✓ Agree

**Submit**

# Reminders



## Organize

**Organize your Document Folders in listed order:**

1. PDS, Eligibility and other records
2. Academic Records
3. Trainings (if any)
4. Employment Records (if any)



## Scan and Save

**Scan and Save all your documents in PDF Format**



## Upload

**Upload your documents in preferred order**



## Check

**Check the check box after each upload of documents**



## Remember

**Save your Unique Application number and email for follow up / status of application**



# Thank you

