



DIVISION MEMORANDUM

No. 03, s. 2018

TO: **Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Heads
Both Public and Private
This Division**

FROM: **LEONARDO M. BALALA, CESE** *MB*
OIC – Schools Division Superintendent

SUBJECT: **SCHEDULE OF ACTIVITIES FOR THE RECRUITMENT, EVALUATION
AND SELECTION FOR TEACHER 1 POSITION for K to 10 FOR SCHOOL
YEAR 2018 – 2019 AND COMPOSITION OF THE DIVISION SELECTION
COMMITTEE FOR K to 10**

DATE: January 11, 2018

1. In reference to DepEd Order No. 7, s. 2015 entitled "Hiring Guidelines For Teacher I Positions Effective School Year (SY) 2015-2016", this Office provides the following schedule of activities for the recruitment, evaluation, and selection for Teacher 1 position for S.Y. 2018 - 2019 for Kindergarten to Grade 10:

Schedules	Activities/Tasks	Place
January 15 – 31, 2018	Submission and Receipt of applications of teacher-applicants to the School Screening Committee	Schools
February 5, 2018	Deadline for the submission of documents of teacher-applicants by the School Screening Committee to the Division Selection Committee	Division Office
February 16, 2018 (2:00 PM)	Orientation of Teacher-Applicants	AMIN Bldg., Division Office
February 16-28, 2018	Review and evaluation of applicants' documents	AMIN Bldg, CSDT Division

		Office
TBA	Conduct of English Proficiency Test	Tacurong Pilot ES
March 5 – 9, 2018	Behavioral Events Interview by the Division Selection Committee	Elementary – Library Hub Secondary – Office of the CID Chief
March 12 – 16, 2018	Demonstration teaching of teacher-applicants	Elementary – TPES Secondary – TNHS
March 2018	Review and finalization of the results of the individual rating of applicants by the Division Selection Committee	Division Office
April 2 – 13, 2018	Preparation of Registry of Qualified Applicants (RQA) and submission of RQA to the Superintendent for approval	Division Office
April 23 – 27, 2018	Publication of the SY 2017 - 2018 Registry of Qualified Applicants	Division Office
May 2 – 15, 2018	Preparation of Appointment Papers	Division Office

2. All applicants shall register to the Department's online system at application.deped.gov.ph, where they must encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, an Applicant Number will be issued. In the submission of application requirements, this Number must be indicated. This Division has assigned an e-mail address at tacurong.hrmo@deped.gov.ph where the system will forward the applications.

- a. Applicants who have already submitted requirements prior to the release of these Guidelines must still register to the online system, after which they shall submit their Applicant Number to the division office.

3. The applicants shall submit to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists, a written application, **with the Applicant Number indicated**, supported by the following documents:

- a. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture
- b. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office

- c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET) ^{(LEP)/Professional} Board Examination for Teachers (PBET)
- d. Certified copy of transcript of records
- e. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reasons for unavailability.
- f. Certificates of specialized training, if any
- g. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
- h. NBI Clearance
- i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

4. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity (Item 5.2.i above). Any violation will automatically disqualify the applicant from the selection process.

5. Hereunder is the composition of the **Division Selection Committee**:

A. Elementary

Chair - Levi B. Butihen, OIC – Asst. Schools Division Superintendent

Members:

- Ninfa C. Ortizo -Education Program Supervisor
- Ma. Sairah N. Hong -Education Program Supervisor
- Agnes G. Muyco -Member/PESPA Representative
- Dianne R. Dela Fuente -Project Devt. Officer
- To Be Identified - Member CSO

Secretariat:

- Zenaida B. Porras - Administrative Officer
- Kristine Guillermo - HRMO
- Maribel Gocotano - Administrative Asst.

B. Secondary

Chair - Levi B. Butihen, OIC – Asst. Schools Division Superintendent

Members:

Arlene Rosa G. Arquiza	- Chief, Curriculum and Implementation Division
Randy E. Porras	- Education Program Supervisor
Joseph R. Pilotos	- Education Program Supervisor
Mary Ann C. Umadhay	- Education Program Supervisor
Isabelita R. Duadua	- Vice Pres., Division Secondary School Heads Assn.
To be identified	- Civil Society Organization Representative/Member

Secretariat:

Zenaida B. Porras	- Administrative Officer
Kristine Guillermo	- HRMO
Maribel Gocotano	- Administrative Asst.

6. For details, kindly refer to DepEd Order No. 7, s. 2017 dated March 27, 2015 and follow the provisions stated therein.

7. For your information, guidance, and immediate dissemination to all concerned.