



Republic of the Philippines
 Department of Education
 Region XII
CITY SCHOOLS DIVISION OF TACURONG
 City of Tacurong



DIVISION MEMORANDUM

No. 05, s. 2019

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

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

SUBJECT: **SCHEDULE OF ACTIVITIES FOR THE RECRUITMENT, EVALUATION AND SELECTION FOR TEACHER I POSITION for K to 10 FOR SCHOOL YEAR 2019-2020 AND COMPOSITION OF THE DIVISION SELECTION COMMITTEE FOR K TO 10**

DATE : January 9, 2019

1. In accordance with DepEd Order No. 87, 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 positions for S.Y 2019-2020 for Kindergarten to Grade 10:

Schedules	Activities/Tasks	Place
January 14-Feb. 1, 2019	Submission and Receipt of applications of teacher-applicants to the School Screening Committee	Schools
January 18, 2019 (8:00 AM)	Orientation of <i>Elem / Junior HS</i> Teacher-Applicants	AMIN Bldg., Division Office
February 05, 2019	Deadline for the submission of documents of teacher-applicants by the School Screening Committee to the Division Selection Committee	Division Office
February 18 – March 01, 2019	Review and evaluation of applicants' documents	AMIN Bldg, CSDD Division Office
March 04-08, 2019	Behavioral Events Interview by the Division Selection Committee	AMIN Bldg, CSDD Division Office
March 11-15, 2019	Demo teaching of teacher-applicants	School
TBA	Conduct of the English Proficiency Test	TPES
March 18-22, 2019	Review and finalization of the results of the individual rating of applicants by the Division Selection Committee	Division Office
March 25- April 05, 2019	Preparation of Registry of Qualified Applicants (RQA) and submission of RQA to the Superintendent for approval	Division Office
April 8-12, 2019	Publication of the SY 2019-2020 Registry of Qualified Applicants	Division Office
May 02-12, 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 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) 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 Voters ID and/or any proof 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 evidence by the Omnibus certification of authenticity (item 5.2.1 above). Any violation will automatically disqualify the applicant from the selection process.

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

A. Elementary

Chairman:

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
PESPA Representative

Dianne R. Dela Fuente
Project Development Officer

To be held - Civil Society Organization Representative

Secretariat:

Zenaida B. Porras
Administrative Officer V

Glenda P. Orcinado
AO IV – Human Resource Management Officer

Carlo Alej T. Delantar
Administrative Aide VI

B. Secondary

Chairman:

Levi B. Butihen
OIC- Asst. Schools Division Superintendent

Members:

Arlene Rosa G. Arquiza
Chief- Curriculum and Implementation Division

Randy E. Porras
Education Program Supervisor

Mary Ann C. Umadhay
Education Program Supervisor

Joseph R. Pilotos
Education Program Supervisor

Isabelita R. Duadua
Principal II *A*

Secretariat:

Zenaida B. Porras
Administrative Officer V

Glenda P. Orcinado
AO IV – Human Resource Management Officer

Geosalyn L. Macailing
Administrative Aide VI

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.