



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



**DIVISION MEMORANDUM**

No. 06, 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 *LM*

**SUBJECT: SCHEDULE OF ACTIVITIES FOR THE RECRUITMENT, EVALUATION AND SELECTION FOR SENIOR HIGH SCHOOL (SHS) TEACHER POSITIONS FOR SCHOOL YEAR 2019-2020 AND COMPOSITION OF THE DIVISION SELECTION COMMITTEE**

**DATE :** January 9, 2019

1. In accordance with DepEd Order No. 03, s. 2016 entitled "Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017" dated January 3, 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 Senior High School 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, CSDT Division Office
March 04-08, 2019	Behavioral Events Interview by the Division Selection Committee	AMIN Bldg, CSDT 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. It is emphasized that as stated in Part V- Application Process and Documentary Requirements of the DepEd Order 3, s. 2016, all Applicants shall register to the online system at [application.deped.gov.ph](http://application.deped.gov.ph), where they must encode their Personal Data Sheet (PDS) and select the division(s) where they want to be ranked. Once submitted, a Unique Applicant Number (UAN) will be issued. In the submission of application requirements, the UAN shall be indicated, if available.

2.1 Each division shall assign an e-mail address (either its official division office's e-mail or its HR's e-mail) where the system will forward the applications. This Division's email is [tacurong.hrmo@deped.gov.ph](mailto:tacurong.hrmo@deped.gov.ph)

2.2 Applications without the UAN indicated shall still be accepted by the SDO. Applicants who are unable to submit the UAN may still go through the evaluation process, be ranked in the Registry of Qualified Applicants, and be hired. However, the UAN shall be submitted to the SDO once it is available.

3. The applicant shall submit the following documents to the SDO or the school head of the SHS (either standalone SHS or complete secondary school) where a teacher shortage or vacancy exists, a written application, supported by the following documents:

	<b>Applicants for Permanent Positions</b>	<b>Applicants for Part-Time Positions</b>
<b>Mandatory requirements</b>	<ul style="list-style-type: none"> <li>• Letter of intent which shall indicate the following information:               <ul style="list-style-type: none"> <li>a. Statement of purpose /expression of interest</li> <li>b. Subject group he/she intends to teach</li> <li>c. Preferred school(s), if any</li> </ul> </li> <li>• CSC Form 212, Revised 2017 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture</li> <li>• Certified photocopy of certificates of relevant specialized trainings, if any</li> <li>• Certified copy of Voter's ID and/or any proof of residency</li> <li>• National Bureau of Investigation (NBI) clearance</li> <li>• Omnibus certification of a authenticity and veracity of all documents submitted, signed by the applicant</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Certified photocopy of Diploma on Bachelor's degree</li> <li>• Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject</li> <li>• Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration /license</li> <li>• Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET)</li> </ul>	<ul style="list-style-type: none"> <li>• Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit.</li> </ul>

Additional requirements for TVL teacher applicants	<ul style="list-style-type: none"> <li>Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)</li> </ul>	
	<b>Applicants for Permanent Positions</b>	<b>Applicants for Part-Time Positions</b>
Additional requirements for TVL teacher applicants	<ul style="list-style-type: none"> <li>Certified photocopy of Trainers Methodology Certificate (TMC), if available</li> </ul>	
Additional requirement for Arts and Design and Sports Tracks teacher applicants	<ul style="list-style-type: none"> <li>Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild</li> </ul>	
Additional requirement for HEI/TVI faculty	<ul style="list-style-type: none"> <li>Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI</li> </ul>	

4. Academic personnel applicants from HEIs must present a Certificate of Service Rendered and of Good Standing from his or her previous employer with the information listed below, if available.
  - a. Employee's name
  - b. Job title
  - c. Duration of services rendered by the applicant employee
5. The School Screening Committee shall verify all documents as to completeness and authenticity. The committee shall then issue a certification to the applicant that it has received the application specifying the documents that have been submitted in support of the application and to perform other functions stated in item 2.2 of DepEd Order No. 3, s. 2016.
6. In line with this, the undersigned hereby reconstitutes the **Division Selection Committee for Senior High School**, to wit:

**Chairman:**

**Levi B. Butihen**  
 OIC – Asst. Schools Division Superintendent

**Members:**

**Mayflor D. Romualdo**  
 Chief, School Governance & Operations Division

**Arlac G. Billano**  
 Education Program Supervisor

**Virgie T. Metal**  
 Education Program Supervisor

**Ligaya A. Catedrilla**  
 Division Association of Secondary Schools Heads

Representative from HEI/DOST (for Core Subjects)

Secretariat:

**Ernie P. Pama**  
Senior Education Program Specialist

**Glenda P. Orcinado**  
AO IV - Human Resource Management Officer

7. All elementary and secondary School Heads are hereby advised to exhaust all possible ways and means to inform all teacher-applicants of the above-mentioned schedules.
8. For more details, kindly refer and follow the provisions stipulated in DepEd Order No. 3, s. 2016.
9. For your information, guidance and immediate dissemination to all concerned.