



Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop Reyes Street, Kalibo, Aklan



January 8, 2019

DIVISION MEMORANDUM

No. 13, s. 2019

**RECRUITMENT PROCEDURES FOR SENIOR HIGH SCHOOL (SHS) TEACHERS
FOR SY 2019-2020**

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Public Elementary, Secondary and Integrated School Heads
All Others Concerned**

1. Pursuant to DepED Order No. 3, s. 2016 "HIRING GUIDELINES FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2016-2017," DepED Order No. 27, s. 2016, "QUALIFICATION STANDARDS (QS) FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS IN THE DEPARTMENT OF EDUCATION (DEPED), DepED Order No. 32, s. 2016 "ADDENDUM TO DEPED ORDER NO. 3, s. 2016," DepED Order No. 49, s. 2016, "HIRING OF CONTRACTUAL (FULL-TIME AND PART-TIME) TEACHERS IN SENIOR HIGH SCHOOL, and DepEd Order No. 51, s. 2017, "AMENDED QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS IN THE TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK AND OTHER CLARIFICATIONS ON THE HIRING GUIDELINES," please be informed of the recruitment procedures for Senior High School Teachers for SY 2019-2020.

2. An applicant shall **submit to the head of the secondary school** a written application with the following documents:

	Applicants for Permanent Positions	Applicants for Part-Time Positions
Mandatory requirements	<ul style="list-style-type: none">Letter of intent which shall indicate the following information:<ul style="list-style-type: none">a. Statement of purpose/expression of interestb. Subject group he/she intends to teachc. Preferred school(s), if anyCSC Form 212, Revised 2017 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID pictureCertified photocopy of certificates of relevant specialized trainings, if anyCertified copy of Voter's ID and/or any proof of residencyNational Bureau of Investigation (NBI) clearanceOmnibus certification of authenticity and veracity of all documents submitted, signed by the applicant	
Additional requirements	<ul style="list-style-type: none">Certified photocopy of Diploma on Bachelor's degreeCertified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subjectAuthenticated Professional Regulation Commission (PRC) license	<ul style="list-style-type: none">Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit.

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	<ul style="list-style-type: none"> • Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET) • Certified machine copy of latest EPT result indicating the year when the Test was taken (if the applicant opts not to take the 2019 EPT) 	
Additional requirements for TVL teacher-applicants	<ul style="list-style-type: none"> • Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least the same level as the course to be taught in subject to be taught (e.g. NC-II in SMAW to teach SMAW-NC-II). Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses) • Certified photocopy of Trainers Methodology Certificate (TMC) I, if available 	

	Applicants for Permanent Positions	Applicants for Part-Time Positions
Additional requirements for Arts and Design and Sports Tracks teacher-applicants	<ul style="list-style-type: none"> • Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild 	
Additional requirement for HEI/TVI faculty who are teacher-applicants	<ul style="list-style-type: none"> • Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI 	

Note: Each Senior High School teacher applicant shall submit separate sets of folders for each track/strand/specialization that he/she intends to apply. ALL DOCUMENTS IN THE FOLDERS MUST BE ARRANGED IN ORDER.

The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the omnibus certification of authenticity. **Any violation will automatically disqualify the applicant from the selection process.**

4. This recruitment process upholds the principle of equality for employment opportunities for all regardless of gender, religious or political affiliation, minority or cultural extraction or social origin.

5. All applicants are reminded that, per Civil Service Commission 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), all Professional Teachers' License MUST be authenticated prior to appointment.

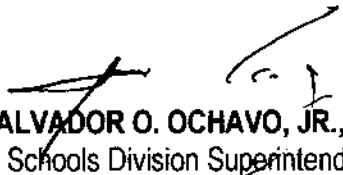
6. All applicants are advised to take the 2019 English Proficiency Test/English Communication Skills which will be given by the Bureau of Education Assessment (BEA). However, an applicant **may opt not to** if he/she has taken the same in 2014 or later, per DepEd Order No. 32, s. 2016.

7. Attached are Enclosures 1 and 2 for reference.

8. The timeline which is Enclosure No. 1 to this memorandum should be posted at a conspicuous place in all schools and districts.

9. Immediate dissemination of this Memorandum is strongly desired.

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Dr. SALVADOR O. OCHAVO, JR., CESO VI
Schools Division Superintendent

Enclosures: 1. Timeline for the Recruitment Procedures for SHS Teachers
2. Division Selection Committee in the
District, and Division Selection Committee

References: DepED Order 3, 27, 32, and 49, s. 2016, DepED Order 51, s. 2017

Allotment: 1-(RO 12-94)

To be indicated in the Perpetual Index

Under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT, TEACHERS

JRN

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TIMELINE FOR THE RECRUITMENT PROCEDURES FOR SENIOR HIGH SCHOOL (SHS) TEACHER APPLICANTS FOR SY 2019-2020

DATE/S	ACTIVITIES
January 22, 2019	Orientation of School Heads on the Recruitment Procedures
January 23, 2019	Orientation of all Senior High School Teacher Applicants, SY 2019-2020
January 14-25, 2019	Applicants submit three (3) sets of folders containing letter of application and supporting documents to the school head. (1 copy-school; 1 copy-district; 1 copy-division)
January 28, 2019	School Heads concerned, through the PSDS, submit to the office of the SDS, the composition of the School Screening Committee, for issuance of designation order.
January 28, 2018	Districts submit to SGOD, attention: SEPS Rita M. Rey, the list of test-takers for English Proficiency Test
January 28-February 26, 2019	School Screening Committee reviews and authenticates the documents submitted by the applicants
February 27, 2019	School Screening Committee submits with transmittal letter noted by the PSDS the list of applicants together with their folders to the Division Selection Committee c/o the Secretariat. These should contain the data on: <ul style="list-style-type: none"> a. General Weighted Average (GWA) with computation in Excel format, b. Education, and c. Experience in number of Months Each bundle of folders should be labelled with district name, school, track, strand and specialization
February 27, 2019	School Screening Committee submits to the District the applicants' folders (copy for the District)
February 28-March 15, 2019	District rates the SHS applicants in Interview and Demonstration Teaching
February 28-March 15, 2019	Division Selection Committee rates the applicants on specialized training (SHS) and portfolio/outstanding achievements (SHS)
March 18, 2019	District submits the results for Interview and Demonstration Teaching to the Division Selection Committee c/o the Secretariat
March 19-28, 2019	Division Selection Committee and the district representatives encode, review and consolidate the individual rating of applicants
March 29, 2019	Publishes the Registry of Qualified Applicants (RQA), SY 2019-2020

Note: All concerned are advised to strictly follow this timeline. However, this may be revised only by the Division Selection Committee if needed.

**COMPOSITION OF DIVISION SELECTION COMMITTEE, THE DIVISION SELECTION COMMITTEE IN
THE DISTRICT, AND THE SCHOOL SCREENING COMMITTEE FOR SENIOR HIGH SCHOOL
TEACHER (SHS) APPLIANTS**

A. DIVISION SELECTION COMMITTEE (SHS)

Chair: Jose Niro R. Nillasca
Education Program Supervisor
OIC, Office of the Asst. Schools Division Superintendent

Co-Chair: Dr. Dobie P. Parohinog
Chief Education Supervisor – CID

Members:

Subject Group I and II. HUMSS and ABM
Dr. Kyzil D. Lipar
Education Program Supervisor
Mrs. Ruby Agnes B. Estrada
Education Program Supervisor
Mr. Marth S. Tropa
Education Program Supervisor

Subject Group II. STEM
Dr. Mary Cherry Lynn M. Dalipe
Education Program Supervisor
Dr. Edselyn T. Biray
Education Program Supervisor

Subject Group IV-A. TVL-Agri-Fisheries
Mrs. Marivic I. Tolentino
Education Program Supervisor
Mr. Johann C. Cawaling
Education Program Supervisor

Subject Group IV-B. TVL-Industrial Arts
Miss Ma. Corazon R. Panaligan
Education Program Supervisor
Mr. Michael T. Rapiz
Chief Education Supervisor

Subject Group IV-C. TVL-ICT
Mr. Jose Niro R. Nillasca
Education Program Supervisor
Mr. Ariel Z. Zubiaga
Education Program Supervisor

Subject Group IV-D. TVL-Home Economics
Mrs. Marivic I. Tolentino
Education Program Supervisor
Mr. Johann C. Cawaling
Education Program Supervisor

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Subject Group V and VI. Sports and Arts and Design
Mrs. Rebecca R. Ibarreta
Education Program Supervisor
Mr. Marth S. Tropa
Education Program Supervisor

Member-Representatives:

Mr. Joseph Neil E. Carmen
NAPSSPHIL President

Dr. Profetiza I. Maatubang
Dean
Aklan Catholic College
Academic Track

Mr. Roberto R. Arguelles
School Director
Panay Technological College
Technical-Vocational-Livelihood Track

Mrs. Nynn Arwena G. Tamayo
Executive Director
Museo It Akean
Arts and Design

Mr. Wilfredo D. Neri
Sports Development Officer
Province of Aklan
Sports

Secretariat:

Chair - Edna R. Ayon
Senior Education Program Specialist
Co-Chairs – Ma. Theresa L. Lao
Education Program Specialist
Floradel P. Jamero - ITO

Members – Mahnnie Q. Tolentino
Project Development Officer II
Mary Jean P. Sim, ADAs II
Shena R. Bondad, ADAS II

Support Staff:
Lynel Jan Bonifacio
Maurice Norey Beltran
Rafael Nagamos

B. DIVISION SELECTION COMMITTEE IN THE DISTRICT

Chair: Public Schools District Supervisor (PSDS)

Members: (total of 6 members)

- a. Four (4) secondary/integrated school heads who shall be selected/chosen by the PSDS
- b. Municipal PTA Federation President
- c. President of the District Teachers Association

Note: A Division Office representative will join as overseer.

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C. SCHOOL SCREENING COMMITTEE

Chair: School Head

Members: (5 members)

- a. Head Teacher for Core and/or Track subjects as needed based on the school's vacancies
- b. Three (3) teachers from the different learning areas as needed based on the school's vacancies
- c. President or authorized representative of the School Governing Council (SGC) or the Parents-Teachers Association (PTA)

The school head shall transmit the composition of the School Screening Committee to the office of the Schools Division Superintendent, through channels, for the issuance of corresponding designation order.

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