



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

January 13, 2020

DIVISION MEMORANDUM
No. 24, s. 2020

**RECRUITMENT PROCEDURE FOR SENIOR HIGH SCHOOL (SHS) TEACHERS
FOR SY 2020-2021**

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
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 procedure for Senior High School Teachers for SY 2020-2021.
2. It is advised that all applicants shall read the foregoing and other related issuances before submitting their application letter and documents. It is understood that applicants have no binding contracts with schools or other institutions.
3. Qualified applicants who are already permanent teachers with the DepEd shall be evaluated based on Section II.2 of DepEd Order No. 3, s. 2016.
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 any• CSC Form 212, latest revision (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture• Certified photocopy of certificates of relevant specialized trainings, if any• Certified copy of Voter's ID and/or any proof of residency• National Bureau of Investigation (NBI) clearance	

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	<ul style="list-style-type: none"> • Omnibus 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 degree • Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject • Authenticated Professional Regulation Commission (PRC) license • 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 	<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.
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.** In the **Table of Contents**, the applicant should provide the data for those items labeled applicant in the leftmost column.

The applicant must bring all original documents upon submission of his/her folders. He/she 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.**

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4. This recruitment process upholds the principle of equality for employment opportunities for all qualified candidates regardless of gender, age, civil status, religion, political affiliation, national origin, race or color, physical disability, and ethnicity pursuant to existing government laws, rules and regulations.

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 should have taken the September 2019 English Proficiency Test (EPT)/English Communication Skills given by the Bureau of Education Assessment (BEA). However, an SHS teacher applicant **may opt to** use his/her EPT result which he/she has taken in 2014 or later per Section F of DepEd Order No. 32, s. 2016.

7. The draft result of the selection process shall be posted at the DepEd Division of Aklan website with URL **depedaklan.org** for **five (5) working days on March 23-27, 2020**. This is to give opportunity for applicants concerned to be clarified on their scores in the different criteria, **except** Interview and Demonstration Teaching. They may do so through a letter of appeal which must be received by this office not later than **5:00 p.m. of March 27, 2020**. The applicant should specify in the letter the specific criterion/criteria which need/s clarification. **No appeal shall be entertained after the deadline**. The letter should be addressed to:

MIGUEL MAC D. APOSIN Edd, CESO V
Schools Division Superintendent

Attention:

The Division Selection Committee
Division of Aklan
Kalibo, Aklan

8. Attached are Enclosures 1 (Timelines for the Recruitment Procedure for SHS Teacher Applicants for SY 2020-2021), 2 (Composition of the School Screening Committee, District Technical Working Group (TWG) for SHS Teacher Applicants), and 3 (Table of Contents) for reference.

9. An orientation for all applicants will be held on **January 31, 2020, 8:30 a.m.**, venue of which to be announced later.

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

11. Immediate dissemination of this Memorandum is strongly desired.


MIGUEL MAC D. APOSIN Edd, CESO V
Schools Division Superintendent

Enclosures: As stated

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

MDA/jrn

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**TIMELINE FOR THE RECRUITMENT PROCEDURE FOR SENIOR HIGH SCHOOL
(SHS) TEACHER APPLICANTS FOR SY 2020-2021**

DATE/S	ACTIVITIES
January 28-30, 2020	Orientation of Selection Committees on the Recruitment Procedure
January 31, 2020	Orientation of all Senior High School Teacher Applicants, SY 2020-2021
February 3-24, 2020	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)
February 3, 2020	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.
February 24-28, 2020	School Screening Committee reviews and authenticates the documents submitted by the applicants
February 26, 2020	School Screening Committee submits with transmittal letter noted by the PSDS in 2 copies the list of applicants together with their folders (copy for division office) to the Division Office c/o the Selection Committee Secretariat. The Secretariat receives and keeps custody of one (1) copy of the transmittal letter with list of applicants and forwards the folders and one (1) copy of the list of applicants to the EPS/Specialist concerned. Each bundle of folders should be labelled with district name, school, track, strand and specialization
February 28, 2020	School Screening Committee submits to the District the applicants' folders (copy for district). Using the form provided, each folder should already contain the data of the applicants on: <ol style="list-style-type: none"> 1. Computation of General Weighted Average (GWA) in Excel format, up to 2 decimal places 2. Education 3. Present position in DepEd (if applicable) Each bundle of folders should be labelled with district name, school, track, strand and specialization
March 2-13, 2020	District TWG rates the SHS applicants in Interview and Demonstration Teaching Note: The weight of Interview and Demonstration Teaching in the different subject groups is different (Academic, TVL, Sports, and Arts and Design)
February 27-March 13, 2020	Education Program Supervisors and Specialists concerned rate the applicants on <ol style="list-style-type: none"> 1. Teaching/Industry/Work Experience 2. Specialized training (SHS) and 3. Portfolio/outstanding achievements (SHS) 4. Communication Skills (EPT) 5. Highest qualified position of the applicant

March 9-16, 2020	<p>District TWG encodes (using the form provided for) these data: Present position in DepEd, Education, Interview, and Demonstration Teaching and submits soft and hard copies of the same to the Division Selection Committee c/o the Secretariat on March 16, 2020</p> <p>Note: The other criteria cells should be left unfilled.</p> <p>District TWG retains the folders-District Copy of the applicants in the District Office.</p>
March 16-20, 2020	Division Selection Committee and the district representatives do the final encoding, reviewing and consolidating of the individual ratings of applicants
March 23-27, 2020	Division Selection Committee publishes the draft results . The Division Committee concerned hears the appeals of applicants and finalizes the scores.
March 31, 2020	Division Office Publishes the Registry of Qualified Applicants (RQA), SY 2020-2021

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 DISTRICT
TECHNICAL WORKING GROUP, AND THE SCHOOL SCREENING COMMITTEE FOR
SENIOR HIGH SCHOOL TEACHER (SHS) APPLICANTS**

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
Dr. 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 from the Industry

Secretariat:

Chair - Marlyn T. Bereber
Admin. Officer IV-HR
Co-Chairs – Ma. Theresa L. Lao
Education Program Specialist
Mahn timer Q. Tolentino – PDO II

Secretariat

Members: – Floradel P. Jamero
ITO I
Mary Jean P. Sim, ADAs II
Joralyn M. Diaz, ADAS II
Shena R. Bondad. ADAS III

Support Staff:

Lynel Jan Bonifacio
Maurice Norey Beltran
Rafael Nagamos
Clarence Lachica

B. DISTRICT TECHNICAL WORKING GROUP

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

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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TABLE OF CONTENTS OF DOCUMENTS IN THE FOLDER
OF SENIOR HIGH SCHOOL TEACHER APPLICANTS
(To be placed in the first page of the folder)

Applicant	Name of Applicant: (Last) _____, (First) _____, (Middle) _____														
Applicant	School where application was submitted: _____ District: _____														
Applicant	If already a permanent DepEd employee, current position														
Applicant	If not yet DepEd Employee, write your current work and employer _____														
Applicant	LET Rating _____ (If Non-LET eligible, write Non-LET)														
Applicant	Subject Group: Please encircle ONLY 1														
Applicant	IA ENGLISH	IB FILIPINO	IC SOC. STUD.	ID MEDIA/ ICT (ACADLMIC)	II ABM	IIIA MATH	IIIB PHYSICAL SCIENCE	IIIC BIOLOGIC AL SCIENCE	IV-A AGRI- FISH	IV-B IND. ARTS	IV C ICT (TVL)	IV-D H.E	V- SPORTS	VI-ARTS AND DESIGN	

Notes: 1. The applicant should submit a separate folder for every Subject Group wherein he/she intends to be ranked.

2. All machine copies of documets should be duly certified by the authorized personnel (School Head/PSDS, etc.).

	Document	Tab Letter	Action
School Screening	Letter of intent which shall indicate the following information: a. Statement of purpose/expression of interest b. Subject group he/she intends to teach c. Preferred school(s), if any	A	Check the Application Letter if a, b, and c are present
School Screening	• CSC Form 212, Revised 2017 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture	B	check if Revised 2017
	• Certified photocopy of certificates of relevant specialized trainings 3 or more days per training , if any (Please include only those which are related to your specialization; list them down below)	C	
	(Write the titles of trainings below)	No. of Days	
Division SC	Title 1		C1
Division SC	Title 2		C2
Division SC	etc.		C3
Division SC			C4
Division SC			C5
Division SC			C6
Division SC			C7
Division SC			C8
Division SC			C9
School Screening	• Certified copy of Voter's ID and/or any proof of residency	D	check if present; x if not
School Screening	• National Bureau of Investigation (NBI) clearance	E	check if present; x if not
School Screening	• Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant	F	should be signed by applicant
School Screening	• Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET)	G	check against original copy
School Screening	• Certified photocopy of Transcript of Record (TOR) and Diploma on Bachelor's degree	H	check against original copy
Division SC	• Certified photocopy of Master's Degree course Transcript of Records with at least 6 units of specialization in relevant strand/specialized subject	I	check against original copy; should be relevant to the subject applied for
Division SC	• Certified photocopy of Doctoral Degree course Transcript of Records with at least 6 units of specialization in relevant strand/specialized subject	J	check against original copy; should be relevant to the subject applied for

	Document	Tab Letter	Action
School Screening	• Authenticated PRC License (per CSC ORA-OHRA)	K	SHOULD BE AUTHENTICATED
School Screening	For applicants for part-time positions: Written approval from his/her head of unit if he/she is currently employed by the national government unit.	L	
Division SC	For TVL applicants Certified copy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least of the same level of course to be taught in subject to be taught	M	
Division SC	For TVL applicants Certified copy of Trainer's Methodology Certificate/s, if any	N	
Division SC	For Arts and Design applicants Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild, if any	O	
Division SC	For HEI/TVI faculty: Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI	P	
Division SC	For Academic personnel applicants from HEIs: 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	Q	
	Portfolio / Outstanding Achievements	R	
Division SC	Published work	R1	
Division SC	Recognized Innovations and Accomplishments in Research and Development	R2	
Division SC	Prizes, Awards, Recognitions, Letters of Commendation for • theses or major academic papers • exemplary performance • work and/or academic projects	R3	
	For Government-issued business permit(s), if self-employed	S	
Division SC	Government-issued business permit(s), if self employed	S1	
Division SC	Certificate(s) or proof of proficiency issued by a duly-recognized body, including guilds and sports organizations	S2	
Division SC	Certificate(s) of recognition from a duly-recognized body including guilds and sports organization	S3	
Division SC	Certificate(s) of accreditation from a Duly-recognized body including guilds and sports organization	S4	
Division SC	Certified photocopy of English Proficiency Test Score indicating the year the test was taken	T	check if the year the test was taken is indicated

The documents must be arranged in correct order and with proper tabs.