



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

March 8, 2021

DIVISION MEMORANDUM

No. 57, s. 2021

**RECRUITMENT PROCEDURE FOR SENIOR HIGH SCHOOL (SHS) TEACHERS
FOR SY 2021-2022**

**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. 2015 titled "HIRING GUIDELINES FOR TEACHER I POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2016-2017," DepED Order No. 27, s. 2016, "QUALIFICATION STANDARDS (QS) FOR SENIOR HIGH SCHOOLS (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 2021-2022.
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 in DepEd shall be evaluated based on section II.2 of DepEd Order no. 3, s. 2016.
4. An applicant shall **submit to the head of the secondary school** a written application with the following documents:



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Tel. No. (036) 265-3744; 265-3737; 265-3738 (Trunkline)
Website: depedaklan.org

| | 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: <ol style="list-style-type: none"> Statement of purpose/ expression of interest Subject group he/she intends to teach 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 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 Trainer's Methodology Certificate (TMC) I, if available | |



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| | Applicants for Permanent Positions | Applicants for Part-Time Positions |
|--|--|------------------------------------|
| Additional requirements for Arts and Design and Sports Tracks teachers 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.**

5. The 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.

6. 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.

7. All applicants must take the English Proficiency Test (EPT)/English Communication Skills which will be administered by the Bureau of Education Assessment (BEA). (Schedule of EPT will be announced later). Applicants who have taken the EPT in 2019 need not take the test.



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8. 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 April 27, 2021**. 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 PM of May 3, 2021**. 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 Ed., CESO V
Schools Division Superintendent

Attention:

The Division Selection Committee
Division of Aklan
Numancia, Aklan

9. Attached are Enclosure 1 (Timelines for the Recruitment Procedures for Teacher I Applicants for SY 2021-2022) and 2 (Composition of School Screening Committee, Division Sub-Committee and the Division Selection Committee for Teacher I Applicants) for reference.

10. An online orientation for all applicants will be held on March 17, 2021, 8:30 a.m., at facebook page titled "Recruitment of Teacher I Applicants of Aklan Division SY 2021-2022 (link: t1applicantssy2122).

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

12. Immediate dissemination of this Memorandum is strongly desired.


MIGUEL MAC D. APOSIN Ed. D.. CESO V
Schools Division Superintendent 

Enclosures: as stated

Reference: DepED Order No. 3,27,32, and 49 s. 2016, DepEd Order No. 51, s. 2017

Allotment: 1-(RO 12-94)

To be indicated in the Perpetual Index

Under the following subjects:

APPOINTMENT, EMPLOYMENT, RE-APPOINTMENT, TEACHERS

SJM/cdb



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TIMELINE FOR THE RECRUITMENT PROCEDURES FOR SENIOR HIGH SCHOOL (SHS) TEACHER APPLICANTS FOR SY 2021-2022

| Date/s | Activities |
|------------------------|---|
| March 10-12, 2021 | Orientation of Selection Committees on the Recruitment Procedures |
| March 17, 2021 | Orientation of all Senior High School Applicants SY 2021-2022 |
| March 22-April 8, 2021 | 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) |
| March 22, 2021 | 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. |
| April 8-16, 2021 | School Screening Committee reviews and authenticates the documents submitted by the applicants. |
| April 15, 2021 | <p>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.</p> <p>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.</p> <p>Each bundle of folders should be labelled with district name, school, track, strand and specialization</p> |
| April 16, 2021 | <p>School Screening Committee submits to the District the applicants' folders (copy for district). Using the form provided, each folder should already contain the data on the applicant's on:</p> <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) <p>Each bundle of folders should be labelled with district name, school track, strand and specialization</p> |



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| Date/s | Activities |
|----------------------|---|
| April 19-21, 2021 | 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 (Academics, TVL, Sports, and Arts and Design) |
| April 22-26, 2021 | Education Program Supervisors and Specialists concerned rate the applicants on 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 |
| April 13-23, 2021 | 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 April 23, 2021. Note: The other criteria cells should be left unfilled. District TWG retains the folders- District Copy of the applicants in the District Office. |
| April 26, 2021 | Division Selection Committee and the district representatives do the final encoding, reviewing and consolidating of the individual ratings of applicants. |
| April 27-May 3, 2021 | Division Selection Committee publishes the draft results . The Division Committee concerned hears the appeals of applicants and finalizes the scores. |
| May 5, 2021 | Division Office Publishes the Registry of Qualified Applicants (RQA) SY 2021-2022 |

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



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

A. Division Selection Committee (SHS)

Chair: **Samuel J. Malayo**
OIC-Office of the Asst. Schools Division Superintendent

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

Members:

Subject Group I and II - HUMMS 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 III – STEM

Dr. Mary Cherry Lynn M. Dalipe
Education Program Supervisor
Dr. Edselyn T. Biray
Education Program Supervisor

Subject Group IV-A, TVL-Agri-Fishery

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

Mrs. Floradel P. Jamero

Division Information Technology Officer

Mr. Ariel Z. Zubiaga

Education Program Supervisor

Subject Group IV-D, TVL-Home Economics

Mrs. Marivic Tolentino

Education Program Supervisor

Mr. Johann C. Cawaling

Education Program Supervisor

Subject Group V and VI, Sports and Arts Design

Mrs. Rebecca R. Ibarreta

Education Program Supervisor

Mr. Marth S. Tropa

Education Program Supervisor

Member – Representative from the Industry

Secretariat:

Chair:

Marlyn T. Bereber

Administrative Officer IV – HR

Co-Chairs:

Ma. Theresa L. Lao

Education Program Specialist

Mahnnie Q. Tolentino

Project Development Officer II

Secretariat Members:

Floradel P. Jamero

Information Technology Officer I

Wilbert V. Florencio

Mary Richelyn Joy B. Alba

Cindy D. Bautista

Support Staff

Richard D. Relativo

Lance R. Dantes

Rafael B. Nagamos

B. DISTRICT TECHNICAL WORKING GROUP

Chair: Public Schools District Supervisor

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



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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 are 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.

Division Sub-Committee

For kindergarten, SPED, and Elementary Level (Regular and IPEd)

Public Schools District Supervisors/Principal-In-Charge of the District chairs for four (4) School Heads as members whose composition will be constituted by the PSDS.

For Secondary Level (Regular and IPEd)

It shall be by specialization and chaired by a secondary school head with four (4) other school heads, whose composition will be selected/chosen by the Public Schools District Supervisor.



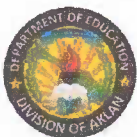
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DIVISION SELECTION COMMITTEE

| For Elementary Level | For Junior School |
|--|---|
| <p>Chair: Samuel J. Malayo <i>Officer-In-Charge</i> <i>Office of the Assistant School</i> <i>Division Superintendent</i></p> <p>Members:</p> <p>Dr. Mary Cherry Lynn M. Dalipe <i>Education Program Supervisor</i></p> <p>Marth S. Tropa <i>Education Program Supervisor</i></p> <p>Dr. Emelda Q. Fuentes <i>PESPA President</i></p> <p>Remia H. Donguines <i>Division Level PTA Federation Pres.</i></p> <p>Roland F. Democrito <i>Division NEU President</i></p> | <p>Chair: Samuel J. Malayo <i>Officer-In-Charge</i> <i>Office of the Assistant School</i> <i>Division Superintendent</i></p> <p>Members:</p> <p>Ma. Corazon R. Panaligan <i>Education Program Supervisor</i></p> <p>Dr. Edselyn T. Biray <i>Education Program Supervisor</i></p> <p>Dr. Ruby Agnes B. Estrada <i>Education Program Supervisor</i></p> <p>Joseph Neil E. Carmen <i>NAPSSPHIL President</i></p> <p>Remia H. Donguines <i>Division Level PTA Federation Pres.</i></p> <p>Roland F. Democrito <i>Division NEU President</i></p> |
| For Kindergarten Level and SPED | Secretariat |
| <p>Chair: Samuel J. Malayo <i>Officer-In-Charge</i> <i>Office of the Assistant School</i> <i>Division Superintendent</i></p> <p>Members:</p> <p>Ariel Z. Zubiaga <i>Education Program Supervisor</i></p> <p>Johann C. Cawaling <i>Education Program Supervisor</i></p> <p>Dr. Emelda Q. Fuentes <i>PESPA President</i></p> <p>Remia H. Donguines <i>Division Level PTA Federation Pres.</i></p> <p>Roland F. Democrito <i>Division NEU President</i></p> | <p>Chair: Marlyn T. Bereber <i>AO IV-Human Resource</i></p> <p>Members:</p> <p>Mahnnie Q. Tolentino <i>PDO II (Consolidation)</i></p> <p>Wilbert V. Florencio <i>Job Order (Kindergarten, JHS)</i></p> <p>Mary Richelyn Joy B. Alba <i>ADA VI (Elementary, SPED)</i></p> <p>Cindy D. Bautista <i>ADA VI (Elementary, SPED)</i></p> |



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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 | Elem | JHS SHS T1 T2 T3 Non-Teaching |
| 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 | I-A ENGLISH | I-B FILIPINO | I-C SOC. STUD |
| | I-D MEDIA/ ICT (ACADEMIC) | II ABM | III-A MATH |
| | | III-B PHYSICAL SCIENCE | III-C BIOLO- GICAL SCIENCE |
| | | IV-A AGRI- FISH | IV-B IND. ARTS |
| | | IV-C ICT TVL | IV-D H.E. |
| | | V SPO RTS | VI ARTS AND DESIGN |

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

2. All machine copies of documents 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 | <ul style="list-style-type: none"> CSC Form 212, Revised 2017 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture | B | Check if Revised 2017 |
| | <ul style="list-style-type: none"> Certified photocopy of certificate 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 | <ul style="list-style-type: none"> Certified copy of Voter's ID and /or any proof of residency | D | check if present; x if not |
| School Screening | <ul style="list-style-type: none"> National Bureau of Investigation (NBI) clearance | E | check if present; x if not |
| School Screening | <ul style="list-style-type: none"> Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant | F | should be signed by the applicant |
| School Screening | <ul style="list-style-type: none"> Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/(PBET) | G | check against original copy |
| School Screening | <ul style="list-style-type: none"> Certified photocopy of Transcript of Records (TOR) and Diploma on Bachelor's Degree | H | check against original copy |



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| | | | |
|------------------|--|----|--|
| Division SC | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 |
| School Screening | <ul style="list-style-type: none"> Authenticated PRC License (per CSC ORA-OHRA) | K | SHOULD BE AUTHENTICATED |
| School Screening | For applicants for part-time position: 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 | 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. <ol style="list-style-type: none"> Employee's name Job Title Duration of services rendered by the applicant's 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 Commendations for <ul style="list-style-type: none"> 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 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 | |

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



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