



January 8, 2019

DIVISION MEMORANDUM

No. 14, s. 2019

RECRUITMENT PROCEDURES FOR TEACHER I APPLICANTS 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. 7, s. 2015 entitled "HIRING GUIDELINES FOR TEACHER 1 POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016," please be informed of the recruitment procedures for Teacher 1 applicants in Kindergarten, Elementary, and Junior High School for SY 2019-2020.
2. An applicant for the **Kindergarten, elementary or junior high school** levels shall **submit to the head of the elementary or secondary school** a written application with the following documents:
 - a. CSC Form 212 in two copies with the latest 2x2 ID picture
 - b. **Authenticated** PRC Professional Teacher's license
 - 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 record, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability
 - f. Certificates of specialized training, if any
 - g. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
 - h. NBI clearance
 - i. Certified machine copy of 2019 English Proficiency Test (EPT) result page where the name and score of the applicant appears
 - j. **For IPed applicants** – Duly certified NCIP Certificate
 - k. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

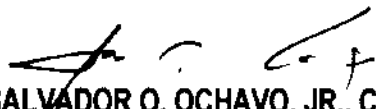
It is advised that the applicant shall arrange the documents in a folder with Table of Contents and proper tabs based on the list above (a-k).

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.**

3. 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.
4. 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.

"May katawhayan ag kalipayan sa among mga eskuelahan."

5. **All applicants** must take the 2019 English Proficiency Test/English Communication Skills Test which will be given by the Bureau of Education Assessment (BEA).
6. Attached are Enclosures 1 and 2 for reference.
7. An orientation for all applicants will be held on January 23, 2019, 8:30 AM, venue of which to be announced later.
10. The timeline 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.


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

Enclosures: 1. Timeline for the Recruitment Procedures
2. Composition of Division Sub-Committee, and Division Selection Committee

References: DepED Order No. 7, s. 2015

Allotment: 1-(RO 12-94)

To be indicated in the Perpetual Index

Under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT, TEACHERS

SOO/jm

"May katawhayan ag kalipayan sa among mga escuelahan."

**TIMELINE FOR THE RECRUITMENT PROCEDURES FOR TEACHER I
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 Teacher I 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, 2019	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 (copy for division office) to the Division Selection Committee c/o the Secretariat. Each folder should contain the data on the applicant's: <ol style="list-style-type: none"> 1. General Weighted Average (GWA) with computation in Excel format, 2. Education, and 3. Experience <p>Each bundle of folders should be labelled with district name, school, and level (Kindergarten, Elementary, JHS-specialization)</p>
February 27, 2019	School Screening Committee submits to the Division Sub-Committee the applicants' folders (copy for district)
February 28-March 15, 2019	Division Sub-Committee rates the applicants in Training, Interview, and Demonstration Teaching at the District
March 18, 2019	Division Sub-Committee submits the rating in Training, 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 SUB-COMMITTEE AND
DIVISION SELECTION COMMITTEE FOR TEACHER / APPLICANTS**

School Screening Committee

Composition

- a. The Committee at the elementary level shall be chaired by the School Head with four (4) teachers as members. In the case of primary, incomplete elementary and multi-grade (MG) schools, the Committee shall be chaired by the cluster school head with four (4) teachers from the cluster schools as members.
- b. The Committee at the secondary level shall be chaired by the School Head. The Department Head concerned and three (3) teachers from the different learning areas (as needed based on the school's vacancies) shall be members.

For small secondary schools that do not have department heads, the School Head shall be Committee Chair with four (4) subject leaders from different learning areas as members.

- c. Committee members shall be identified by the School Head using the abovementioned specifications. The School Head shall then transmit the Composition of the School Screening Committee to the Schools Division Superintendent for the issuance of a corresponding Designation Order.

Division Sub-Committee

For Kinder and Elementary Level

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

For Secondary Level

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/Principal-In-Charge of the District.

"May katawhayan ag kalipayan sa among mga escuelahan."

DIVISION SELECTION COMMITTEE:

For Elementary Level

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

Members – Dr. Mary Cherry Lynn M. Dalipe
Education Program Supervisor
Marth S. Tropa
Education Program Supervisor
Dr. Emelda Q. Fuentes
PESPA President
Remia H. Donguines
Division Level PTA Federation Pres.
Roland F. Democrito
Division Union President

For Junior HS

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

Members – Ma. Corazon R. Panaligan
Education Program Supervisor
Dr. Edselyn T. Biray
Education Program Supervisor
Ruby Agnes B. Estrada
Education Program Supervisor
Joseph Neil E. Carmen
NAPSSPHIL President
Remia H. Donguines
Division Level PTA Federation Pres.
Roland F. Democrito
Division Union President

For Kindergarten Level

Chair – Jose Niro R. Nillasca
Education Program Supervisor
OIC, Office of the Assistant
Schools Division Superintendent
Members – Ariel Z. Zubiaga
Education Program Supervisor
Johann C. Cawaling
Education Program Supervisor
Dr. Emelda Q. Fuentes
PESPA President
Remia H. Donguines
Division Level PTA Fed. Pres.
Roland F. Democrito
Division Union President

Secretariat:

Chair – Mrs. Edna R. Ayon
Senior Education Program Specialist
Members:
Floradel P. Jamero, ITO II
Ma. Theresa L. Lao
Education Program Specialist
Shena R. Bondad, ADAS II
Support Staff:
Lynel Jan Bonifacio, ADAS II
Maurice Norey Beltran, JO
Rafael Nagamos, JO

“May katarwhayan ag kalipayan sa among mga escuelaan.”