



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

January 8, 2020

**DIVISION MEMORANDUM**

No. 14 s. 2020

**RECRUITMENT PROCEDURE FOR TEACHER I APPLICANTS 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. 7, s. 2015 entitled "HIRING GUIDELINES FOR TEACHER 1 POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016," please be informed of the recruitment procedure for Teacher 1 applicants in Kindergarten, Special Education (SPed), Elementary, and Junior High School for SY 2020-2021.

2. An applicant for the **Kindergarten, Special Education (SPed), elementary and/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 (Latest Revised Form) 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. **Certified 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. **Certified copies** of 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 the September 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 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.

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.

4. **All applicants** must have taken the 2019 English Proficiency Test/English Communication Skills Test which was administered by the Bureau of Education Assessment (BEA) in September 2019.

5. 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

6. Attached are Enclosures 1 (Timelines for the Recruitment Procedure for Teacher I Applicants for SY 2020-2021) and 2 (Composition of the School Screening Committee, Division Sub-Committee and the Division Selection Committee for Teacher I Applicants) for reference.

7. 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: 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

MDA/jrn



**TIMELINE FOR THE RECRUITMENT PROCEDURES FOR TEACHER I  
APPLICANTS FOR SY 2020-2021**

Date	ACTIVITIES
January 28-30, 2020	Orientation of Selection Committees on the Recruitment Procedures
January 31, 2020	Orientation of all Teacher I Applicants (Kindergarten, SPED, Elementary and JHS), 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 <b>reviews and authenticates</b> the documents submitted by the applicants
February 26, 2020	School Screening Committee submits with <b>transmittal letter noted by the PSDS in 2 copies</b> the list of applicants together with their <b>folders (copy for division office)</b> to the Division Office c/o the Selection Committee Secretariat.  <b>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.</b>  <b>Each bundle of folders should be labelled with district name, school, and level (Kindergarten, SPED, Elementary, JHS-specialization)</b>
February 28, 2020	School Screening Committee submits to the District the applicants' folders <b>(copy for district)</b> . Using the form provided, each folder should already contain the data on the applicant's:  <ol style="list-style-type: none"> <li><b>Computation of General Weighted Average (GWA) in Excel format, up to 2 decimal places</b></li> <li><b>Education</b></li> <li><b>LET/PBET Rating</b></li> </ol> <b>Each bundle of folders should be labelled with district name, school, and level (Kindergarten, SPED, Elementary, JHS-specialization)</b>
March 2-13, 2020	District rates the applicants on: <ol style="list-style-type: none"> <li><b>Specialized Training and Skills (including validation),</b></li> <li><b>Interview, and</b></li> <li><b>Demonstration Teaching</b></li> </ol>



March 9-16, 2020	District encodes the rating <b>(using the form provided for)</b> in Education, LET/PBET Rating, Validated Specialized Training and Skills, Interview, and Demonstration Teaching and <b>submits soft and hard copies</b> of the same to the Division Selection Committee c/o the Secretariat on <b>March 16, 2020</b>  District <b>retains</b> the folders- <b>District Copy</b> of the applicants in the District Office.
February 27-March 13, 2020	<b>Education Program Supervisors and Specialists</b> concerned rate the applicants in Teaching Experience and Communication Skills. They shall record the scores in the folder which shall later be encoded in the official format submitted by the District.
March 16-20, 2020	Division Selection Committee and the district representatives do the <b>final encoding, reviewing and consolidating</b> of the individual ratings of applicants
March 23-27, 2020	Division Selection Committee <b>publishes the draft results</b> . The Division Committee concerned <b>hears the appeals</b> of applicants and finalizes the scores.
March 31, 2020	<b>Division Office Publishes the Registry of Qualified Applicants (RQA), SY 2020-2021</b>

**Note: All concerned are advised to strictly follow this timeline. However, this may be revised by the HRMPSB if needed.**



**COMPOSITION OF THE SCHOOL SCREENING COMMITTEE, THE DIVISION  
SUB-COMMITTEE AND THE DIVISION SELECTION COMMITTEE FOR  
TEACHER I 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 Kindergarten, SPed, and Elementary Level (Regular and IPed)

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.

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.



## **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 NEU 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*  
Dr. 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 NEU President*

### For Kindergarten Level and SPED

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 NEU President*

### Secretariat:

Chair – Marlyn T. Bereber  
*AO IV-Human Resource*

### Members:

Mahn timer Q. Tolentino, *PDO II (Consolidation)*  
Joralyn M. Diaz, *ADAS II (Elementary, SPED)*  
Shena R. Bondad, *ADAS II (Kindergarten, JHS)*  
Mary Jean P. Sim, *ADA VI (Elementary, SPED)*

### Support Staff:

Lynel Jan Bonifacio, *ADAS II*  
Maurice Norey Beltran, *ADA VI*  
Rafael Nagamos, *JO*

