



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

March 8, 2021

DIVISION MEMORANDUM

No. 56 s. 2021

RECRUITMENT PROCEDURE FOR TEACHER I APPLICANTS 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. 7, s. 2015 titled "HIRING GUIDELINES FOR TEACHER I POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016," please be informed of the recruitment procedure for Teacher I applicants in Kindergarten, Special Education (SPed), Elementary, and Junior High School for SY 2021-2022.
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 rating 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



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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.

5. All applicants must take the English Proficiency Test/English Communication Skills Test 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.

6. 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 May 5, 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 **May 11, 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 EdD, CESO V
Schools Division Superintendent

Attention:

The Division Selection Committee
Division of Aklan
Numancia, Aklan

7. 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.

8. An **online orientation** for all applicants will be held on **March 16, 2021, Tuesday, 8:30 a.m., at facebook page "Recruitment of Teacher I Applicants of Aklan Division SY 2021-2022" (link: t1applicantssy2122).** Questions/clarifications can be sent to the same facebook page.



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9. The timeline of activities which is enclosure No. 1 to this memorandum should be posted at a conspicuous place in all schools and districts.
10. Immediate dissemination of this Memorandum is desired.



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

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

Reference: DepED Order No. 7, s. 2015

Allotment: I-(RO 12-94)

To be indicated in the Perpetual Index
Under the following subjects:

APPOINTMENT, EMPLOYMENT, RE-APPOINTMENT, TEACHERS



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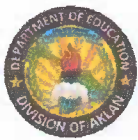
**TIMELINE FOR THE RECRUITMENT PROCEDURES FOR TEACHER I
APPLICANTS FOR SY 2021-2022**

Date	Activities
March 10-12, 2021	Orientation of Selection Committees on the Recruitment Procedures
March 16, 2021	Orientation of all Teacher I Applicants (Kindergarten, SPED, Elementary and JHS) 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 and level (Kindergarten, SPED, Elementary, JHS-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:</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. LET/PBET Rating



	Each bundle of folders should be labelled with district name, school and level (Kindergarten, SPED, Elementary, JHS-specialization)
April 19-21, 2021	District rates the applicants on: <ol style="list-style-type: none"> 1. Specialized Training and Skills (including validation); 2. Interview; and 3. Demonstration Teaching
April 22-26, 2021	District encodes the rating (using the form provided for) in Education, LET/PBET Rating, Validated Specialized Training and Skills, Interview and Demonstration Teaching and submits soft and hard copies of the same to the Division Selection Committee c/o Secretariat on April 26, 2021 . District retains the folders- District Copy of the applicants in the District Office.
April 13-23, 2021	Education Program Supervisors and Specialists 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.
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 by the HRMPSB if needed.



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**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 and 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 above mentioned 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 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.



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>Mahn timer 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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