



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete St., Mantic, Tangub City



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0304 Telefax: (088) (088)856-4524

June 1, 2018

DIVISION MEMORANDUM
No. 125, s. 2018

**RECRUITMENT, EVALUATION, AND SELECTION OF TEACHER APPLICANTS FOR
THE REMAINING TEACHING POSITIONS IN JUNIOR HIGH SCHOOL
FOR SCHOOL YEAR 2018-2019**

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Secondary School Heads
All others concerned
This Division

1. This Office announces the Recruitment, Evaluation and Selection of Teacher Applicants for the remaining teaching positions to fill up either new items or natural vacancies for Junior High School per DepEd Order No. 22 s. 2015 entitled Hiring Guidelines for the Remaining Teaching Positions effective School Year 2015-2016.
2. The selection process aims to augment the need for qualified applicants in this division particularly for Junior High School in which the number of applicants in the Registry of Qualified Applicants (RQA) is less than the available teaching items needed by our secondary schools.
3. Only new applicants and applicants whose names are not in the 2018-2019 RQA for Junior High School shall be included in the selection process.
4. Applicants who already applied for the initial round of hiring per Deped Order 7, s. 2015 but were not included in the RQA shall no longer resubmit their documentary requirements but may submit additional documents to update their points on or before **June 19, 2018**. They shall no longer undergo the entire evaluation process again; only a recalibration or updating of points in accordance with the modified points system set in DO 22, s. 2015.
5. New applicants shall register to the Department's online system at www.application.deped.gov.ph where they shall encode their Personal Data Sheet (PDS) and select the division where they want to be ranked. Once Submitted, a unique Applicant Number (UAN) will be issued.

6. Applicants who are not able to submit the UAN shall still be allowed to apply. The UAN shall not be treated as an eligibility requirement. Even without the UAN, applicants may still go through the evaluation process, be ranked in the Registry of Qualified Applicants (RQA) and be hired.

7. Two sets of written application (preferably with the UAN indicated), supported by the documents stated below shall be submitted by the new applicants on or before **June 19, 2018** to this Office, as follows:

- a. CSC Form 212 (Revised 2015) with 2x2 ID picture;
- b. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office;
- 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 with Weighted General Average (WGA) signed by the registrar;
For Education Graduates – WGA of the Baccalaureate Course
For Second Coursers- WGA of the Baccalaureate Course plus 18 education units;
- e. Copies of service records, performance ratings and school clearance for those with teaching experiences. If unavailable, the applicant must submit a justification citing the reason/s for unavailability;
For those who are still connected with private schools/institutions, clearance may follow on or before March 31, 2018
- f. Certificates of Specialized training, if any;
- g. Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee;
- h. NBI Clearance; and
- i. Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant.

8. In the preparation for the pertinent documents, **new applicants** shall observe the following:

- a. Color Coding of Long-size Folders
Blue – Junior High School
- b. Proper arrangement, pagination, fastening and tabbing.
 - The pertinent papers shall be arranged according to what are enumerated in paragraph 4 of this Memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.
 - The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of contents (a-i) shall be at the bottom of the documents.
 - Deliberation sheet shall be stapled at the inside left portion of the folder
- c. Number of copies

- The applicants shall prepare two sets of pertinent documents following the above preparation.

d. Other reminders

- Applicants must bring the original copy of the documents during submission to the school screening committee.

9. Applicants who joined the selection process/ applied in the division three (3) times or more but were not hired are considered NEW APPLICANTS. Therefore, they have to go through the entire screening process.

10. Paragraph 3.4 of D.O No. 14, s. 2014, as provided in Sec.26 (b) paragraph 2 of RA 9293, teachers who have not practiced their profession for the past five (5) years shall be required to take twelve (12) units of education courses, consisting of at least six (6) units of pedagogy and six (6) units of content courses.

11. Enclosed are the following:

- No. 1 – Schedule of activities related to Ranking of Teacher- Applicants and School Screening and Division Selection Committee
- No. 2 – Deliberation Sheets

12. Immediate dissemination of this Memorandum is highly enjoined.


JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

JGV/ drd

Incl: As stated

Reference: As stated

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

RECRUITMENT SELECTION APPLICANT POLICY

Enclosure No. 1 to Division Memorandum No. _____, s.2018

SCHEDULE OF ACTIVITIES RELATED TO RECRUITMENT, EVALUATION AND SELECTION OF TEACHER – APPLICANTS FOR TEACHER 1 POSITIONS

June 19, 2018 - submission of pertinent documents to this Office

Any day from June 21, 2018 – Communication Skills Test for new applicants by BEA

June 20-21, 2018- Recalibration of points of the old applicants and initial evaluation of pertinent documents for the new applicants by the School Screening Committee and Division Selection Committee

June 22, 2018 – Interview and Demo Teaching of new applicants

June 25-26, 2018 – Finalization of the new RQA for Junior High School

June 27, 2018 – Posting of the New RQA

SCHOOL SCREENING AND DIVISION SELECTION COMMITTEES

School Screening Committee – Junior High School

Chairperson: School Head

Members: Department Head concerned / Teacher if there is no department head
Three (3) Teachers from different learning areas

Division Selection Committee - Junior High School

Chairperson: Rosemarie T. Macesar - Asst Schools Division Superintendent (ASDS)

Members: Carmelita A. Jubay – Chief, Curriculum Implementation Division (CID)

Roger F. Duhaylungsod – Education Program Supervisor

Efleda D. Enerio - Education Program Supervisor

Relita P. Decina – Education Program Supervisor (SPED)

Lorna C. Penonal – Education Program Supervisor, TACIDITERA President

Myrna T. Barbon – Principal II, DAPSSHI President

Analou F. Manlegro – Federated PTA President

Secretariat: Delma R. Denapo, Administrative Officer II (AO II)

Shiyeva C. Torillo – Administrative Aide VI (ADA VI)

Enclosure No. 2 to Division Memorandum No. _____, s. 2018

DELIBERATION SHEET FOR TEACHER 1 APPLICANT (JUNIOR HIGH)

Instructions: Please use ball pen/ sign pen in filling out this form. Erasures are discouraged.

Name: _____

School Applied: _____ Home Address:

A. FOR THE SCHOOL SCREENING COMMITTEE:

Documents Submitted

Remarks

1. CSC Form 212 (Revised 2005) with 2x2 ID picture
2. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
3. Certified Photocopy of ratings obtained in the Licensure Examination For Teacher's (LET) Professional Board Examination for Teachers (PBET)
4. Certified copy of Transcript of Records with Weighted General Average (WGA) signed by the registrar;
For Education Graduates – WGA of the Baccalaureate Course
For Second Courses- WGA of the Baccalaureate Course plus 18 education units
5. Copies of Service Records, Performance Ratings and School clearance for those with teaching experiences. If unavailable, the applicant must submit a justification citing the reason/s for unavailability. For those who are still connected with private schools/ institutions clearance may follow on before March 31, 2018
6. Certificates of Specialized Training, if any
7. Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
8. NBI Clearance; and
9. Omnibus Certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant.

Certified complete, accurate and true: School Screening Committee

Chairman/ Sch. Head Teacher- Member Teacher- Member Teacher- Member Teacher- Member

A. FOR THE DIVISION SELECTION COMMITTEE

CRITERIA	POINTS
a. Education (20 points) - GWA on Baccalaureate Grades	
b. Teaching Experience (15 points) - Years _____ Months _____	
c. Eligibility Rating (15 points) LET _____ PBET _____	
d. Specialized Training and Skills (10points) (specify) _____	
e. Interview (10points)	
f. Demonstration Teaching (15points)	
g. Communication Skills (15points) _____	

I CERTIFY THAT the above points were shown to me.

 Applicant Teacher-

h. Interview (10 points)	* Personality (5points) _____ *Potential (5points) _____	
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I CERTIFY THAT the above interview points were shown to me.

 Applicant Teacher-

i. Demonstration Teaching (15 points)	
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I CERTIFY THAT the demonstration points were shown to me.

 Applicant Teacher-

j. Communication Skills (15 points)	
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TOTAL POINTS EARNED _____

WE CERTIFY to the completeness, accuracy, authenticity and veracity of the data contained herein.

Division Selection Committee:

CARMELITA A. JUBAY
Chief, CID

ROGER F. DUHAYLUNGSOD
EPS, Member

EFLEDA D. ENERIO
EPS, Member

RELITA P. DECINA
EPS (SPED), Member

LORNA C. PENONAL
EPS, Member

MYRNA T. BARBON
Principal II, Member

ANALOU F. MANLEGRO
Federated PTA President, Member

ROSEMARIE T. MACESAR
OIC-ASDS, Chairman