



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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January 12, 2015

DIVISION MEMORANDUM

No. 11, S. 2015

**Division Implementing Guidelines on DepEd Order No. 14, s 2014
(Hiring Guidelines for Teacher 1 Positions Effective SY 2014 – 2015)**

To: Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Unit Heads

1. All are directed to implement DepEd Order No. 14,s.2014 on the Recruitment, Selection and Hiring of Teachers.
2. The schedule of the Recruitment, Selection and Hiring Process is as follows :

DATE	ACTIVITIES
January 23 – February 27, 2015	✓ Start of Recruitment Process ✓ Announcement and Acceptance of Application by School Heads ✓ Verification and Validation of documents by School Heads
March 2, 2015	Submission of List of Applicants with all supporting documents to Division Selection Committee
March 3 – 31, 2015	Evaluation of Documents by Division Selection Committee
April 1 – 10, 2015	Skills Test Demonstration Teaching Interview – Venue : FG Nepomuceno HS & Malabanias IS

DATE	ACTIVITIES
April 14, 2015	Administration of English Proficiency Test Angeles City National High School 9:00 A.M.
APRIL 15, 2015	Psychological Test Holy Angel University or Angeles University Foundation
April 20 – 24, 2015	Preparation of Registry of Qualified Applicants (RQA)
April 27, 2015	Submission of RQA to SDS for approval
May 4, 2015	✓ Posting of RQA ✓ Submission of RQA to LGU, Regional Office III
May 5, 2015	Start of Hiring of new Teachers

3. The composition of the Division Selection Committee is as follows:

Division Selection Committee (Elementary Level)

Chair : Assistant Schools Division Superintendent

Members :

1. Lyn V. Lansangan , OIC-Chief, SGOD
2. Edgar Manabat, EPS 1
3. Lourdes G. Dela Cruz, EPS 1
4. Joel Masangkay , PESPA President
5. Representative, CSO (Mrs. Estrella Fajardo)

Division Selection Committee (Secondary Level)

Chair : Assistant Schools Division Superintendent

Members :

1. Victoriana P. Bondoc , OIC-Chief, CID
2. Alma Gueco, EPS 1
3. Rochella David, EPS 1
4. Estrelita Lecaros, PSSPA President
5. Representative, CSO (Mrs. Glorifina Bendana)

4. Inclosure No.1 is the Format for the List of Applicants.
5. Inclosure no 2 is the Checklist of Documents submitted by Applicants
6. All School Heads are enjoined to announce the acceptance of application for teaching positions in this Division. They are directed to advise all applicants to read D.O. No 14, s. 2014.
7. Immediate dissemination of the contents of this memorandum is earnestly desired.



NICOLAS T. CAPULONG, Ph.D. CESO VI
Schools Division Superintendent