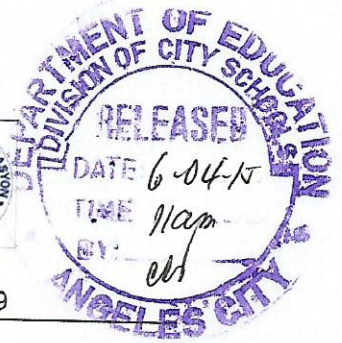




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099



June 3, 2015

DIVISION MEMORANDUM

No. 95, s. 2015

**DIVISION IMPLEMENTING GUIDELINES ON DepEd No. 22, S 2015 FOR THE
REMAINING TEACHER 1 POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016**

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

1. Applicants who have previously undergone the S.Y. 2015-2016 evaluation process (per DO 7, s. 2015) but were not included in the initial REGISTRY OF QUALIFIED APPLICANTS (RQA) shall be covered by these guidelines. These applicants shall no longer undergo the entire evaluation process again: only a recalibration or updating of points in accordance with the modified points systems set in these Guidelines shall be done.
2. The remaining positions shall be open to new applicants. These applicants shall undergo the evaluation and selection process set forth per D.O. 22, s. 2015.
3. Applicants who already applied for the initial round per DO 7, S. 2015 shall no longer resubmit their documentary requirements but may submit additional supporting document to update their point on or before June 11, 2015.
4. New applicants shall register to the Department's online system at application.deped.gov.ph where they must encode their Personal Data Sheet (PDS). Once submitted, a Unique Applicant Number (UAN) will be issued.
5. New applicants shall submit to the **SDO (c/o Personnel Unit)** or the school head of the elementary or secondary school where a teacher shortage or vacancy, on or before June 11, 2015, supported by the following documents
 - a. CSC Form 212 (revised 2005) in two copies with latest 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/PBET)
 - d. Certified copy of transcript of records
 - e. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing 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 deemed acceptable by the School Screening Committee
 - h. NBI Clearance
 - i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
6. All schools are enjoined to announce the acceptance of application for remaining teaching positions in this Division. They are directed to advise all applicants to read D.O. No. 22, s. 2015.
7. Immediate dissemination of the contents of this memorandum is earnestly desired.



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