



Department of Education
Region III
DIVISION OF ANGELES CITY



By AK 9:30 AM
DepED Angeles City
Division of City Schools

Jesus Street, PulungBulu, Angeles City
Tel. No. (045) 322-4702; /Fax Nos. (045) 322-4106

February 11, 2016

DIVISION MEMORANDUM
No. 38 S 2016

**RECRUITMENT, SELECTION AND HIRING OF QUALIFIED TEACHER-
APPLICANTS FOR SCHOOL YEAR 2016 – 2017**

**TO: OIC-Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads/OICs
Unit Heads and All other concerned**

1. All are directed to implement DepED No. 07, a. 2015 entitled "HIRING GUIDELINES FOR TEACHER 1 POSITIONS EFFECTIVE CY 2015-2016."
2. The schedule of the Recruitment, Selection and Hiring Process is as follows:

DATE	ACTIVITIES
Jan. 1 – Feb. 29, 2016	✓ Start of Recruitment Process
	✓ Announcement and Acceptance of Applications by School Heads/OICs
	✓ Verification and Validation of documents by School Screening Committee
March 4, 2016	Submission of List of Applicants with all the supporting documents to Division Selection Committee.
March 7 – 11, 2016	Evaluation of Documents by the Division Selection Committee.
March 14 – 18, 2016	Skills Test and
	Demonstration Teaching and Interview Venue: Angeles City Science High School and Angeles E/S
To be announced later	Administration of English Proficiency Test at Angeles City Science High School.
April 4 – 29, 2016	✓ Preparation of Registry of Qualified Applicants (RQA)
	✓ Submission of RQA to SDS for approval
	✓ Posting of RQA
	✓ Submission of RQA to LGU, DepED RO3
	✓ Start of Hiring of New Teachers

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

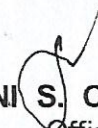
Division Selection Committee (Elementary Level)

Chair: Ma. Celina L. Vega, OIC-ASDS
Members: Lyn V. Lansangan, Chief, SGOD
Edgar L. Manabat, EPS 1, SGOD
Rochella C. David, EPS 1, CID
Joel E. Masangkay, PESPA President
Representative, CSO (Mr. Manuel Luis V. Dueñas)
Jojo D. Viscayno (PTA Federation President)

Division Selection Committee (Secondary Level)

Chair: Ma. Celina L. Vega, OIC-ASDS
Members: Victoriana P. Bordoc, Chief, CID
Edgardo S. Nunag, EPS 1, CID
Gemima A. Estrabillo, EPS 1, CID
Estrelita D. Lecaros, PSSPA President
Representative, CSO (Dr. Glorifina C. Bendaña)
Federico A. Tullao (PTA Federation Vice-President)

4. Enclosure No. 1 is the Format for the List of Applicants.
5. The Checklist of Supporting Documents to be submitted by the Applicants:
- CSC Form 212 (Revised 2005) in two (2) copies with the latest 2x2 ID picture.
 - 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.
 - Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET). Professional Board Examination for Teachers (PBET).
 - Certified copy of transcript of records.
 - Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
 - Certificates of specialized training, if any
 - Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the School Screening Committee.
 - NBI Clearance
 - Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
6. All School Heads/OICs are enjoined to announce the acceptance of application for teaching positions in this Division. They are directed to advise all applicants to read DepED Order No. 7, S. 2015.
7. Immediate dissemination of the contents of this memorandum is earnestly desired.


LEILANI S. CUNANAN, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosures
As stated.



DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City

Tel. No. (045) 322-5722; 322-4702/Fax: (045) 322-4106

LIST OF TEACHER APPLICANTS

ELEMENTARY/SECONDARY)

MAJOR: For Secondary)

[illegible]

SUBMITTED:

D: SCHOOL SCREENING COMMITTEE

Chairman

Member

Member

Member

Member