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|  | Department of Education<br>Region III<br><b>DIVISION OF CITY SCHOOLS</b><br>Angeles City<br>Jesus Street, Pulungbulu, Angeles City |  | Document Code: SDO-QF-OSDS-<br>SDS-003<br>Revision: 00<br>Effectivity date: 10/31/2018 |
|   | <b>DIVISION MEMORANDUM</b>   |  | Name of Office: OSDS - SDS   |

January 9, 2019

**RELEASED**

DIVISION MEMORANDUM  
 No. 11 S 2019

JAN 09 2019

By \_\_\_\_\_  
 DepEd Angeles City  
 Division of City Schools



**RECRUITMENT, SELECTION AND HIRING OF QUALIFIED TEACHER-APPLICANTS FOR  
 SCHOOL YEAR 2019 – 2020**

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. Pursuant to DepEd Order No. 07, S. 2015 entitled "HIRING GUIDELINES FOR TEACHER 1 POSITIONS EFFECTIVE SY 2015-2016 for Kindergarten, Elementary, & Junior High School (JHS) and DepED Order No.3, S. 2016 for Senior High School (SHS), this Division issues the schedule of the Recruitment process for SY 2019-2020.

2. Schedule of the Recruitment, Selection and Hiring Process for SY 2019-2020 is as follows:

| DATE                              | ACTIVITIES  |
|-----------------------------------|---|
| Jan. 8 – February 15, 2019        | √ Start of Recruitment Process  |
|                                   | √ Announcement and Acceptance of Applications by School Heads/OICs                                  |
|                                   | √ Verification and Validation of documents by School Screening Committee                            |
| February 18-19, 2019              | Submission of List of Applicants with all the supporting documents to Division Selection Committee. |
| February 20, 2019                 | Meeting of Division Selection Committee<br>10:00 AM at Learning and Development Room                |
| February 20-22, 2019              | Evaluation of Documents by the Division Selection Committee.  |
| February 26, 2019                 | Orientation of Teacher-Applicants (Gabaldon Bldg. @ 3PM-Kindly inform the teacher-applicant)        |
| March 1, 2019<br>(Tentative Date) | Administration of English Proficiency Test<br>Venue: To be announced                                |

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| March 5-8, 2019   | Skills Test and<br>Demonstration Teaching and Interview<br>Venue: Angeles City Senior High School, Francisco G.<br>Nepomuceno Memorial High School and Angeles E/S |
| March 11-29, 2019 | √ 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 Selection Committee is as follows:

a) School Screening Committee (Please refer to DepED Order No. 7, S. 2015 & DepED Order No. 3, S. 2016)

b) Division Selection Committee (Elementary Level)



Chairman: Maria Celina L. Vega, CESE, OIC-ASDS  
 Co-Chairman: Ana Merla Magtoto, PSDS  
 Members: Reynaldo Cabrera, EPS - Kindergarten  
 Emily Sarmiento, EPS - LRMSD  
 Enrique Pangilinan – AO V (OIC-HRMO)  
 Emelita Gomez PESPA President  
 Representative, CSO (Mr. Manuel Luis V. Dueñas)  
 PTA Federation VicePresident  
 • SPED Division Coordinator (for SPED Applicants)

c) Division Selection Committee (Junior High School Level)

Chairman: Maria Celina L. Vega, CESE, OIC-ASDS  
 Co-Chairman: Rochella David, EPS, Filipino  
 Members: Ramil Dacanay, EPS – Araling Panlipunan  
 Esperanza Malang, EPS - Mathematics  
 Estrelita D. Lecaros, PSSPA President  
 Enrique Pangilinan – AO V (OIC-HRMO)  
 Representative, CSO (Dr. Glorifina C. Bendaña)  
 PTA Federation -President  
 • SPED Division Coordinator for SPED Applicants

d) Division Selection Committee (Senior High School Level)

Chairman: Maria Celina L. Vega, CESE, OIC-ASDS  
 Co-Chairman: Lourdes G. Dela Cruz, Chief, CID



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- Members: Hilda Garcia, PSSPA Representative  
 Patricio Francisco B. Sayson, ACPUSTA Vice-President-Sec.  
 (Representative, Recognized Teachers' Assn.)  
 Process Observer, DepED RO3  
 Enrique Pangilinan – AO V (OIC-HRMO)
- e) *Division Selection Committee (Indigenous People Education)*  
 Chairman: Maria Celina L. Vega, CESE, OIC-ASDS  
 Co-Chairman: Orlene Santos, PSDS  
 Members: Ramil Dacanay, EPS - Araling Panlipunan  
 Cezar Hernandez PSDS



**(Note:** All Education Program Supervisors who attended the Behavioral Event Interview (BEI) Orientation and selected School Heads and Master Teachers will be involved in the interview and observation of Demonstration, Teaching and Skills.)

4. Enclosure No. 1 is the Format for the List of Applicants – Elem and JHS
5. Enclosure No. 2 is the Format for the List of SHS Teacher-Applicants
6. A) The Checklist of Supporting Documents to be submitted by the Kindergarten, Elementary and Junior High School Applicants:
  - a.1. CSC Form 212 (Revised 2017) in two (2) copies with the latest 2 x 2 ID picture.
  - a.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.
  - a.3. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET). Professional Board Examination for Teachers (PBET).
  - a.4. Certified copy of Transcript of Records (TOR) and General Weighted Average (GWA)
  - a.5. 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.
  - a.6. Certificates of specialized training, if any
  - a.7. Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the School Screening Committee.
  - a.8. NBI Clearance
  - a.9. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.

B) All Senior High School (SHS) Applicants shall submit to the school head of the SHS (either stand alone SHS or complete secondary school) a written application, supported by the following documents:

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|  | <b>Applicants for Permanent Positions</b>   | <b>Applicants for Part-Time Positions</b>   |
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| Mandatory requirements                             | <ul style="list-style-type: none"> <li>Letter of intent which shall indicate the following information:               <ol style="list-style-type: none"> <li>Statement of purpose/expression of interest</li> <li>Subject group he/she intends to teach</li> <li>Preferred school(s), if any</li> </ol> </li> <li>CSC Form 212, Revised 2017 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture</li> <li>Certified photocopy of certificates of relevant specialized trainings, if any</li> <li>Certified copy of Voter's ID and/or any proof of residency</li> <li>National Bureau of Investigation (NBI) clearance</li> <li>Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant</li> </ul> |   |
| Additional requirements                            | <ul style="list-style-type: none"> <li>Certified photocopy of Diploma on Bachelor's degree</li> <li>Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject</li> <li>Certified photocopy of Professional Regulation Commission (PRC), Professional ID card/ certificate of registration / license</li> <li>Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)</li> </ul>  | <ul style="list-style-type: none"> <li>Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit.</li> </ul> |
| Additional requirements for TVL teacher-applicants | <ul style="list-style-type: none"> <li>Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)</li> <li>Certified photocopy of Trainers Methodology Certificate (TMC), if available</li> </ul>  |   |
| Additional requirement for Arts and                | <ul style="list-style-type: none"> <li>Certified photocopy of Certification of Proficiency/ Recognition from recognized and respectable relevant associations/guild.</li> </ul>   |   |

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| <b>Design and Sports Tracks</b><br>teacher-applicants |  |
| Additional requirement for HEI/TVI faculty            | <ul style="list-style-type: none"> <li>• Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI</li> </ul> |

C) Documents must be compiled in a folder fastened either at the top or on the side, following the color coding below:

- RED - KINDERGARTEN
- GREEN - ELEMENTARY
- BLUE - JUNIOR HIGH SCHOOL
- YELLOW - SENIOR HIGH SCHOOL

7. 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 & DepEd Order No. 3, S. 2016.

8. Immediate dissemination of the contents of this memorandum is earnestly desired.

  
**LEILANI SAMSON-CUNANAN, CESO VI**  
 Schools Division Superintendent *efb*

Enclosures  
As stated.

*jgg-aaidevi/asds*