



DIVISION MEMORANDUM

No. DU s.2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
All Education Program Supervisors
All Public Schools District Supervisor/Principals-In-Charge
All Elementary/Secondary School Heads
All Interested Teacher Applicants
All Concerned

From: **DR. CARMELA R. TAMAYO, CESO VI**
Schools Division Superintendent

Subject: RECRUITMENT, SELECTION AND HIRING OF TEACHER I SENIOR HIGH SCHOOL TEACHING POSITIONS FOR SY 2019– 2020

Date: January 3, 2019

1. This is to announce the field that the Division of Northern Samar is now accepting application for Senior High School teaching positions which will start on January 7, 2019 and ends on January 23, 2019.
2. The basis for the selection and hiring for Senior High School positions are stipulated in **DepEd Order no. 3, s.2016** entitled "**Hiring Guidelines for Senior High School (SHS) Teaching positions, and DepEd Order no. 51, s.2017**" entitled "**Amended Qualification Standard for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and other Clarifications on the Hiring Guidelines.**"
3. All applicants shall submit to the Office of the Assistant Schools Division Superintendent **through the school head of the Senior High School** a written application together with the following documents organized in two (2) folders:
 - Letter of intent which shall indicate the statement of purpose/expression of interest, subject group he/she intends to reach and her/his preferred school
 - CSC Form 212, Revised 2017 (Personal Data Sheet) with 2x2 ID picture
 - Certified photocopy of certificates of relevant specialized trainings, if any
 - Certified copy of Voter's ID and/or any proof of residency
 - National Bureau of Investigation (NBI) clearance
 - Certified photocopy of diploma in Bachelor's Degree
 - Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant stand/specialized subject.
 - Certified photocopy of Professional Regulation Commission (PRC) ID card/certificate of registration/license
 - Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET) Professional Board Examination for Teachers
 - Omnibus certification of authenticity and veracity of all documents submitted signed by the applicant





Additional Requirements of TVL teacher-applicants:

- Technical Education Skills Development Authority (TESDA) National Certificate (NC) of at least **the same** level as the course to be taught in the subject to be taught (e.g NC II SMAW to teach SMAW NC-III)
- Certified photocopy of Trainers Methodology Certificate (TMC) I, if available

Additional Requirements for Arts and Design and Sports:

- Certified photocopy of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild

Additional Requirements for HEI/TVI Faculty

- Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI
4. The School Screening Committee shall check and verify the authenticity of All documents and Issues a Certification to applicants that it has received the application (See Enclosure No. 1)
 5. To facilitate the processing of application, each application folder should follow the color coding listed hereunder and must contain on its cover the information listed in the Enclosure No. 2 (Please see Application Cover Template)

White	-	Academics
Brown	-	TVL
Green	-	Arts & Design
Yellow	-	Sports

6. The schedule of the Selection Process for Senior High Teacher applicants is as follows:

Activities	Dates	In-Charge
Submission and Acceptance of Application to school of choice	January 7 - 23 2019	School Screening Committee
Appraisal as to completeness of documents at the school level	January 21 - 25 – 2019	School Screening Committee
School Screening Committee submits the appraised documents to the division office HRMO Marked Received	January 28, February 1, 2019	School Screening Committee
Evaluation of documents by the DSC per Track	February 18 – 22, 2018	Division Selection Committee
Interview and Demonstration Teaching	March 18-22, 2019	Division Selection Committee Venue and Time: Designated place/area at the Division Office @ 8:00 am
Finalization of RQA	March 25-29 2018	DSC/HRMPSB

7. **English proficiency Test will be announced later.**
8. **Note: Incomplete and late submission of documents shall no longer be accepted.**
9. For immediate dissemination and compliance of all concerned.

