



DIVISION MEMORANDUM

No. 05 s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
All Education Program Supervisors
All Public Schools District Supervisors/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 KINDERGARTEN,
ELEMENTARY, JUNIOR HIGH SCHOOL TEACHER I POSITIONS FOR SY
2019 – 2020

Date: January 3, 2019

1. Pursuant to DepEd Order No. 7, s.2015 and DepEd Order No. 3, S. 2016 "*Hiring Guidelines for Teacher I Positions*", this office announces the recruitment, selection and hiring of Teacher I Elementary, Junior High School for SY 2018 – 2019 which will start on January 7, 2019 and ends January 23, 2019.
2. As stated in the above-mentioned DepEd Order, application requirements are as follows:

New and old applicants shall submit to the head of Elementary/Junior High School/Senior High School where a teacher shortage or vacancy exists, a **written application** together with the following documents organized in two (2) folders.

- CSC Form 212 (Revised 2017) with the latest 2x2 ID picture
 - Certified photocopy of PRC License (Date of validity should not be expired at the time of application)
 - Certified photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers
 - Certified copies of transcript of records for baccalaureate course with computed weighed ratings or GWA – General Weighted Average Certification issued by the School
 - Copies of service record, performance rating and school clearance for those with teaching experience
 - Certified copy of the Voters ID and/ or any proof of residency as deemed acceptable by the Screening Committee
 - NBI Clearance
 - Certificate of specialized training, if any
 - Omnibus certification of authenticity and veracity of all documents submitted signed by the applicant
3. 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 (Please see Enclosure A)





- All pertinent documents must be properly arranged following the above sequence and to be placed in a white long folder with fastener.
- The schedule of the Selection Process is as follows:

Activities	Dates	In-Charge
Acceptance of application at School of Choice	January 7 - 23, 2019	School Screening Committee
Appraisal as to completeness of documents at School Level.	January 21 - 25, 2019	School Screening Committee
School Screening Committee submits the Appraised Documents to the Division HRMO for acceptance and <u>Marked Received.</u>	January 28 to Feb. 1, 2019	School Screening Committee
Evaluation of Documents by the Division Selection Committee for Elementary.	February 4 - 8, 2019	DSC
Evaluation of Documents by the Division Selection Committee Per Learning Area Secondary Level.	February 11 - 15, 2019	DSC
Interview and Demonstration teaching	March 18 – 22, 2019	DSC Venue and Time: Designated place/area at the Division office @ 8:00am
Consolidation and Finalization of the Registry of Qualified Applicants (RQA)	March 25 - 29, 2019	DSC/HRMPSB

- Late submission of documents shall no longer be accepted.**
- Schedule for English Proficiency will be announced later
- Those who were in the Registry of Qualified Applicants (RQA) last SY 2017 – 2018 may need not undergo the usual selection process, but must send a letter requesting their previous scores to be retained and or otherwise, they may want to update their scores and want to undergo the usual selection process.
- For immediate and widest dissemination and compliance of all concerned.

