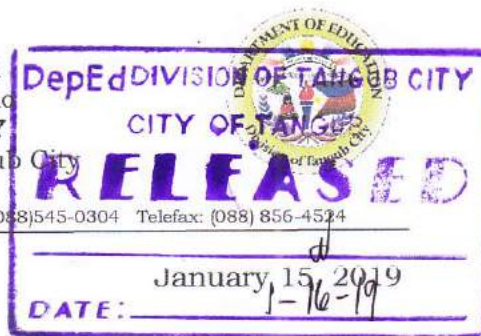




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete Street, Mantic, Tangub City

e-mail: tangub.city@deped.gov.ph / website: www.depedtangub.net Telephone (088)545-0304 Telefax: (088) 856-4524



DIVISION MEMORANDUM
No. 018 , s. 2019

**RECRUITMENT, EVALUATION, AND SELECTION OF TEACHER APPLICANTS FOR
TEACHING POSITIONS IN ELEMENTARY AND SECONDARY SCHOOLS
FOR SCHOOL YEAR 2019-2020**

To:

Chief, Curriculum Implementation Division
Chief, School Governance and Operation Division
Elementary and Secondary School Heads
This Division

1. This office announces the Recruitment, Evaluation and Selection of Teacher Applicants for Teaching Position to fill up either new items or natural vacancies for Elementary and Junior High School per DepEd Order No. 7, s. 2015 entitled Hiring Guidelines for Teacher 1 Positions effective School Year 2015-2016 and Senior High Schools per DepEd Order No. 3, s. 2016 entitled Hiring Guidelines for Senior High School Teaching Positions Effective School Year 2016-2017.
2. New applicants shall register to the Department's online system at www.application.deped.gov.ph where they shall encode their Personal Data Sheet (PDS) and select the division(s) where they want to be ranked. Once submitted, a Unique Applicant Number (UAN) will be issued.
3. Applicants who are not able to submit the UAN shall still be allowed to apply. The UAN shall not be treated as an eligibility requirement. Even without the UAN, applicants may still go through the evaluation process, be ranked in the Registry of Qualified Applicants (RQA) and be hired.
4. Two sets written application (preferably with the UAN indicated), supported by the documents stated below shall be submitted on or before **February 8, 2019** to the Office of the School Head where they wish to apply, preferably, a school near their residence, as follows:
 - a. CSC Form 212 (Revised 2005) with 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)/Professional Board Examination for Teachers(PBET)

- d. Certified copy of Transcript of Records with Weighted General Average (WGA) signed by the Registrar;
For Education Graduates – WGA of the Baccalaureate Course
For Second Coursers- WGA of the Baccalaureate Course plus 18 education units;
 - e. Copies of Service Records, Performance Ratings and School Clearance for those with teaching experiences. If unavailable, the applicant must submit a justification citing the reason/s for unavailability;
For those who are still connected with private schools/institutions, clearance may follow on or before April 3, 2019;
 - f. Certificates of Specialized Training, if any;
 - g. Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee;
 - h. Omnibus Certification of the Completeness, Authenticity and Veracity of all documents submitted, signed by the applicant.
5. In the preparation of the pertinent documents, applicants shall observe the following:
- a. Color Coding of Long-size Folders

Pink	-	Kindergarten
Orange	-	SPED
Green	-	Elementary
Blue	-	Secondary
Red	-	Senior High School
 - b. Observe proper arrangement, pagination, fastening and tabbing.
 - The pertinent papers shall be arranged according to what are enumerated in paragraph 4 of this Memorandum. There must be a Table of Contents at the top of these documents and each sheet must bear a page number.
 - The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the Table of Contents (a-i) shall be at the bottom of the documents.
 - Deliberation Sheet shall be stapled at the inside left portion of the folder.
 - c. Number of copies
 - The applicants shall prepare two sets of pertinent documents following the above preparation.
 - d. Other reminders
 - Applicants must bring the **Original Copy** of the documents during submission to the school screening committee.
6. Applicants who are in the 2018-2019 Registry of Qualified Applicants (RQA) may update only their pertinent papers and submit only additional documents to update their

points to this Office, Attention: Rosemarie T. Macesar, Assistant Schools Division Superintendent on or before February 8, 2019.

7. Applicants who joined the selection process/ applied in the division three (3) times or more but were not hired are considered **NEW APPLICANTS**. Therefore, they have to go through the entire screening process.

8. Paragraph 3.4 of D.O No. 14, s. 2014, as provided in Sec.26 (b) paragraph 2 of RA 9293, teachers who have not practiced their profession for the past five (5) years shall be required to take twelve (12) units of education courses, consisting of at least six (6) units of pedagogy and six (6) units of content courses.

9. Enclosed are the following:

- Enclosure No. 1 – Schedule of Activities related to Ranking of Teacher-Applicants
- Enclosure No. 2 – School Screening and Division Selection Committee
- Enclosure No. 3 – Deliberation Sheets (Elementary & Secondary)

10. Immediate dissemination of this Memorandum is highly enjoined.


JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

RTM/smt

Incl: As stated

Reference: D.O. No. 7, 22, s. 2015 entitled Hiring Guidelines for Teacher 1 positions
Effective School Year 2015- 2016

To be indicated in the **Perpetual Index**

Under the following subjects:

RECRUITMENT SELECTION TEACHER- APPLICANT



Republic of the Philippines
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Enclosure No. 1 to Division Memorandum No. 18, s. 2019

SCHEDULE OF ACTIVITIES RELATED TO RECRUITMENT, EVALUATION AND SELECTION OF TEACHER- APPLICANTS FOR TEACHER I POSITIONS

- January 24, 2019** -Orientation of Teacher Applicants at the Division Conference Hall @ 1:00 p.m. -
- February 8, 2019**- Submission of pertinent documents to the Office of the School Head where the applicants wish to apply, preferably, a school near their residence
- February 11, 2019**-Screening of documents by the School Screening Committee as to completeness, veracity, accuracy and authenticity
- February 12, 2019**-Submission of the List of Applicants with corresponding documents by the School Head to this Office,
Attention: Rosemarie T. Macesar, Assistant Schools Division Superintendent.
- February 13, 2019**- Verification and Evaluation of pertinent documents
Coordination with BEA for the English Proficiency Test
- February 18, 2019**- Demonstration Teaching and Interview – Central District
- February 19, 2019**- Demonstration Teaching and Interview – North District
- February 20, 2019**- Demonstration Teaching and Interview – Southwest District
- February 21, 2019**- Demonstration Teaching and Interview – South District
- February 22, 2019**- Demonstration Teaching and Interview – Junior High School
- February 26, 2019**- Demonstration Teaching and Interview – Senior High School
- February 27, 2019**- Demonstration Teaching and Interview

*Schedule of English Proficiency Test will be announced later

March 4-8, 2019 – Review and Consolidation of Results
Preparation of the Rank List and RQA

March 11, 2019 - Posting of RQA in the website www.depedtangub.net

*Applicants are given **ten (10)** calendar days after posting of the RQA to submit a letter requesting for correction of entry, if there is any, to the Office of the Schools Division Superintendent. **(March 21, 2019)**

March 22-29, 2019 – Review and Reproduction of the RQA

April 2, 2019- Posting of RQA in the website, and in conspicuous places in the Office

Furnishing copies of the RQA to the LGU, Congressional District, Civil Service Commission and Deped Regional Office



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Enclosure No. 2 to Division Memorandum No. 18, s. 2019

SCHOOL SCREENING AND DIVISION SELECTION COMMITTEES

School Screening Committee – Elementary Level

Chairperson: School Head/Cluster head for MG Schools
Members: Four (4) teachers

School Screening Committee – Junior High School

Chairperson: School Head
Members: Department Head concerned/Teacher if there is no Department Head
Three (3) teachers from different learning areas

School Screening Committee – Senior High School

Chairperson: School Head
Members: Head Teacher for core and/or track subjects based on school's vacancies
Three (3) teachers from different learning areas
PTA President or representative from the SOC

Division Selection Committee – Elementary Level

Chairperson: Rosemarie T. Macesar – Asst. Schools Division Superintendent
Members: Myrna T. Regidor-Chief, SGOD
Virginia S. Bagaboyboy – Education Program Supervisor
Gina L. Madawe - Education Program Supervisor
Puriza L. Legaspi- Education Program Supervisor
Relita P. Decina- Education Program Supervisor (SPED)
Lorna C. Penonal- Education Program Supervisor, TACIDETERA Pres.
Shieldon F. Honculada – Principal 1, PESPA President
Ma. Risa C. Pastor- Federated PTA President
Secretariat: Delma D. Denapo – AO IV (Personnel)
Eleanor M. Arabejo – ADA VI

Division Selection Committee – Junior High School

Chairperson: Rosemarie T. Macesar – Asst. Schools Division Superintendent
Members: Carmelita A. Jubay -Chief, CID
Roger F. Duhaylungsod– Education Program Supervisor
Efleda D. Enerio- Education Program Supervisor
Relita P. Decina- Education Program Supervisor (SPED)
Lorna C. Penonal- Education Program Supervisor, TACIDETERA Pres.
Myrna T. Barbon– Principal II, DAPSSHI President
Ma. Risa C. Pastor- Federated PTA President
Secretariat: Carelyn L. Villegas – AO II
Shiyeva May C. Torillo – ADA VI

Division Selection Committee – Senior High School

Chairperson: Rosemarie T. Macesar – Asst. Schools Division Superintendent
Members: Romel E. Huertas - Education Program Supervisor/SHS Focal Person
Danilo U. Omega– Education Program Supervisor
Porferio A. Mosiquera - Education Program Supervisor

Myrna T. Barbon- Principal II, DAPSSHI President
Lorna C. Penonal- Education Program Supervisor, TACIDETERA Pres.
Evangeline P. Tano – Authorized Representative of Recognized Organization
Regional Education Supervisor as process observer
Secretariat: Carelyn L. Villegas – AO II
Eleanor M. Arabejo – ADA VI

DELIBERATION SHEET FOR TEACHER 1 APPLICANT (ELEMENTARY)

Instructions: Please use ball pen/ sign pen in filling out this form. Erasures are discouraged.

Name: _____

School Applied: _____ Home Address: _____

A. FOR THE SCHOOL SCREENING COMMITTEE:

Documents Submitted	Remarks
1. CSC Form 212 (Revised 2005) with 2x2 ID picture	_____
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	_____
3. Certified Photocopy of ratings obtained in the Licensure Examination For Teacher's (LET) Professional Board Examination for Teachers (PBET)	_____
4. Certified copy of Transcript of Records with Weighted General Average (WGA) signed by the registrar; For Education Graduates – WGA of the Baccalaureate Course For Second Courses- WGA of the Baccalaureate Course plus 18 education units	_____
5. Copies of Service Records, Performance Ratings and School clearance for those with teaching experiences. If unavailable, the applicant must submit a justification citing the reason/s for unavailability. For those who are still connected with private schools/ institutions clearance may follow on or before April 3, 2019	_____
6. Certificates of Specialized Training, if any	_____
7. Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee	_____
8. NBI Clearance; and	_____
9. Omnibus Certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant.	_____

Certified complete, accurate and true: School Screening Committee

Chairman/ Sch. Head _____ Teacher- Member _____ Teacher- Member _____ Teacher- Member _____ Teacher- Member _____

B. FOR THE DIVISION SELECTION COMMITTEE

CRITERIA	POINTS
a. Education (20 points) - GWA on Baccalaureate Grades	
b. Teaching Experience (15 points) - Years _____ Months _____	
c. Eligibility Rating (15 points) LET _____ PBET _____	
d. Specialized Training and Skills (10points) (specify) _____	
e. Interview (10points)	
f. Demonstration Teaching (15points)	
g. Communication Skills (15points)	

I CERTIFY THAT the above points were shown to me.

Teacher- Applicant

h. Interview (10 points)	* Personality (5points) _____ *Potential (5points) _____	
--------------------------	---	--

I CERTIFY THAT the above interview points were shown to me.

Teacher- Applicant

i. Demonstration Teaching (15 points)	
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I CERTIFY THAT the demonstration points were shown to me.

Teacher- Applicant

j. Communication Skills (15 points)	
-------------------------------------	--

TOTAL POINTS EARNED _____

WE CERTIFY to the completeness, accuracy, authenticity and veracity of the data contained herein.

Division Selection Committee:

MYRNA T. REGIDOR
Chief, SGOD

VIRGINIA S. BAGABOYBOY
EPS, Member

GINA L. MANDAWE
EPS, Member

PURIZA L. LEGASPI
EPS, Member

RELITA P. DECINA
EPS (SPED), Member

LORNA C. PENONAL
EPS, Member

SHIELDON F. HONCULADA
P-1, Member

Ma. Risa C. Pastor
Federated PTA President, Member

ROSEMARIE T. MACESAR
OIC-ASDS, Chairman

DELIBERATION SHEET FOR TEACHER 1 APPLICANT (JUNIOR HIGH)

Instructions: Please use ball pen/ sign pen in filling out this form. Erasures are discouraged.

Name: _____

School Applied: _____ Home Address: _____

A. FOR THE SCHOOL SCREENING COMMITTEE:

Documents Submitted	Remarks
1. CSC Form 212 (Revised 2005) with 2x2 ID picture	_____
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	_____
3. Certified Photocopy of ratings obtained in the Licensure Examination For Teacher's (LET) Professional Board Examination for Teachers (PBET)	_____
4. Certified copy of Transcript of Records with Weighted General Average (WGA) signed by the registrar; For Education Graduates – WGA of the Baccalaureate Course For Second Courses- WGA of the Baccalaureate Course plus 18 education units	_____
5. Copies of Service Records, Performance Ratings and School clearance for those with teaching experiences. If unavailable, the applicant must submit a justification citing the reason/s for unavailability. For those who are still connected with private schools/ institutions clearance may follow on before March 3, 2019	_____
6. Certificates of Specialized Training, if any	_____
7. Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee	_____
8. NBI Clearance; and	_____
9. Omnibus Certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant.	_____

Certified complete, accurate and true: School Screening Committee

Chairman/ Sch. Head _____ Teacher- Member _____ Teacher- Member _____ Teacher- Member _____ Teacher- Member _____

A. FOR THE DIVISION SELECTION COMMITTEE

CRITERIA	POINTS
a. Education (20 points) - GWA on Baccalaureate Grades	
b. Teaching Experience (15 points) - Years _____ Months _____	
c. Eligibility Rating (15 points) LET _____ PBET _____	
d. Specialized Training and Skills (10points) (specify) _____	
e. Interview (10points)	
f. Demonstration Teaching (15points)	
g. Communication Skills (15points)	

I CERTIFY THAT the above points were shown to me.

Teacher- Applicant

h. Interview (10 points)	* Personality (5points) _____	
	*Potential (5points) _____	

I CERTIFY THAT the above interview points were shown to me.

Teacher- Applicant

i. Demonstration Teaching (15 points)	
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I CERTIFY THAT the demonstration points were shown to me.

Teacher- Applicant

j. Communication Skills (15 points)	
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TOTAL POINTS EARNED _____

WE CERTIFY to the completeness, accuracy, authenticity and veracity of the data contained herein.
Division Selection Committee:

CARMELITA A. JUBAY Chief, CID	ROGER F. DUHAYLUNGSOD EPS, Member	EFLEDA D. ENERIO EPS, Member
RELITA P. DECINA EPS (SPED), Member	LORNA C. PENONAL EPS, Member	MYRNA T. BARBON Principal II, Member
Ma. Risa C. Pastor Federated PTA President, Member	ROSEMARIE T. MACESAR OIC-ASDS, Chairman	

DELIBERATION SHEET FOR TEACHER 1 APPLICANT (SENIOR HIGH)

Instructions: Please use ball pen/ sign pen in filling out this form. Erasures are discouraged.

Name: _____

School Applied: _____ Home Address: _____

A. FOR THE SCHOOL SCREENING COMMITTEE:

- | Documents Submitted | Remarks |
|--|---------|
| 1. CSC Form 212 (Revised 2005) with 2x2 ID picture | _____ |
| 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 | _____ |
| 3. Certified Photocopy of ratings obtained in the Licensure Examination For Teacher's (LET) Professional Board Examination for Teachers (PBET) | _____ |
| 4. Certified copy of Transcript of Records with Weighted General Average (WGA) signed by the registrar;
For Education Graduates – WGA of the Baccalaureate Course
For Second Courses- WGA of the Baccalaureate Course plus 18 education units | _____ |
| 5. Copies of Service Records, Performance Ratings and School clearance for those with teaching experiences. If unavailable, the applicant must submit a justification citing the reason/s for unavailability. For those who are still connected with private schools/ institutions clearance may follow on before March 31, 2019 | _____ |
| 6. Certificates of Specialized Training, if any | _____ |
| 7. Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee | _____ |
| 8. NBI Clearance; and | _____ |
| 9. Omnibus Certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant. | _____ |

Certified complete, accurate and true: School Screening Committee

Chairman/ Sch. Head Teacher- Member Teacher- Member Teacher- Member Teacher- Member

B. FOR THE DIVISION SELECTION COMMITTEE

CRITERIA	Academic and Core Subjects Groups I-A, I-B, I-C, I-D, II, III-A and III-B	TVL Groups IV-A, IV-B, IV-C and IV-D	Arts and Design Group V	SPORTS Group VI	POINTS
a. Education	20	15	15	15	
b. Teaching/Industry/ Workplace Experience	15	20	20	20	
c. Specialized Training	10	20	15	15	
d. Interview	15	15	15	15	
e. English Communication Skills	10	5	5	5	
f. Portfolio/Outstanding Achievements	10	10	15	15	
g. Demonstration Teaching	20	15	15	15	

I CERTIFY THAT the above points were shown to me.

_____ Teacher- Applicant

h. Interview (15 points)	* Personality (___ points) _____	
	*Potential (___ points) _____	

I CERTIFY THAT the above interview points were shown to me.

_____ Teacher- Applicant

i. Demonstration Teaching (20 points)	
---------------------------------------	--

I CERTIFY THAT the demonstration points were shown to me.

_____ Teacher- Applicant

j. English Communication Skills (10points)	
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TOTAL POINTS EARNED _____

WE CERTIFY to the completeness, accuracy, authenticity and veracity of the data contained herein.

Division Selection Committee:

ROMEL E. HUERTAS
EPS, Member

DANILO U. OMEGA
EPS, Member

PORFERIO A. MOSIQUERA
EPS, Member

MYRNA T. BARBON
Principal II, Member

LORNA C. PENONAL
EPS, Member

EVANGELINE P. TANO
Member

ROSEMARIE T. MACESAR
OIC-ASDS, Chairman