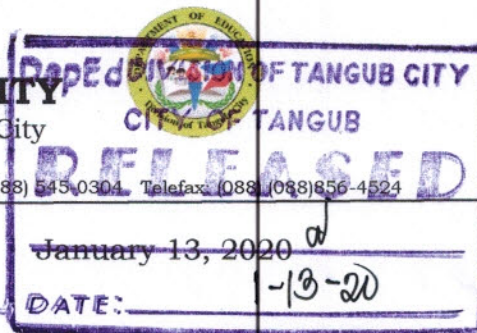




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Ancito Siete St., Mantic, Tangub City



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

DIVISION MEMORANDUM
No. 16, s. 2020

**RECRUITMENT, EVALUATION, AND SELECTION OF TEACHER APPLICANTS FOR
TEACHING POSITIONS IN ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL
FOR SCHOOL YEAR 2020-2021**

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations 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 item or natural vacancies for Elementary, 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 School 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 where they want to be ranked. Once, submitted, a Unique Application 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 UAN, applicants may still go through the evaluation process, be ranked in the Registry of Qualified Applicants (RQA) and be hired.

4. Two sets of written application (preferably with the UAN indicated), supported by the documents stated below shall be submitted on or before February 14, 2020 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 2017) 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 for those with teaching experiences. If unavailable, the applicant must submit a justification citing the reason/s for unavailability;
- 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. NBI Clearance; and
- i. 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 2019-2020 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 14, 2020.


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. Number 14, s. 2014, as provided in Sec. (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 sources, 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 Committees
- Enclosure No. 3 – Deliberation Sheets (Elementary, Junior and Senior High School)

10. Immediate dissemination of this Memorandum is highly enjoined.


Per: **AGUSTINES E. CEPE, CESO V**
Schools Division Superintendent

RTM/OIC-ASDS/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

SCHEDULE OF ACTIVITIES RELATED TO RECRUITMENT, EVALUATION, AND SELECTION OF TEACHER APPLICANTS FOR TEACHER 1 POSITIONS

- January 23, 2020** - Orientation of Teacher Applicants at the Division Office Conference Hall @ 1:00 PM.
- February 14, 2020** - Submission of pertinent documents to the Office of the School Head where the applicants wish to apply, preferably, a school near their residence.
- February 17, 2020** - Screening of documents by the School Screening Committee as to completeness, veracity, accuracy and authenticity.
- February 19, 2020** - 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 24, 2020** - Demonstration Teaching and Interview – Central District
- February 25, 2020** - Demonstration Teaching and Interview – North District
- February 26, 2020** - Demonstration Teaching and Interview – Southwest District
- February 27, 2020** - Demonstration Teaching and Interview – South District
- March 2-3, 2020** - Demonstration Teaching and Interview – Junior High School
- March 4-5, 2020** - Demonstration Teaching and Interview – Senior High School
- March 23-27, 2020** - Review and Consolidation of Results. Preparation of the Rank List and RQA.
- April 7, 2020** - 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. **(April 17, 2020).**
- April 27-30, 2020** - Review and Reproduction of the RQA.
- May 4, 2020** - Posting of RQA in the website, and in a conspicuous place in the Office. Furnishing copies for Civil Service Commission and Deped Regional Office.

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 (MG)

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 (DIC)

Susan M. Lata - Federated PTA President

Secretariat: Carelyn L. Villegas - AO II (Personnel)

Geraldine C. Benghit - ADAS II

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

Susan M. Lata - Federated PTA President

Secretariat: Delma R. Denapo - AO IV (Personnel)

Reabelle Anne I. Huertas - ADAS II

Division Selection Committee – Senior High School

Chairperson: Rosemarie T. Macesar - Asst. Schools Division Superintendent

Members: Porferio A. Mosquera - Education Program Supervisor/SHS

Danilo U. Omega - Education Program Supervisor

Romel E. Huertas - Education Program Supervisor

Lorna C. Penonal - Education Program Supervisor,

TACIDETERA Pres.

Myrna T. Barbon - Principal II, DAPSSHI President

Evangeline P. Tano - Authorized Representative of Recognized Organization

Regional Education Supervisor as process observer

Secretariat: Delma R. Denapo - AO IV (Personnel)

Reabelle Anne I. Huertas - ADAS II

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

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 for those with teaching experiences. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
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.

Remarks

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) _____	
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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:

MYRNA T. REGIDOR
Chief, SGOD

VIRGINIA S. BAGABOYBOY
EPS, Member

GINA L. MANDAWÉ
EPS, Member

PURIZA L. LEGASPI
EPS, Member

RELITA P. DECINA
EPS (SPED), Member

LORNA C. PENONAL
EPS, Member

SHIELDON F. HONCULADA
P-1, Member

SUSAN M. LATA
Federated PTA President, Member

ROSEMARIE T. MACESAR
OIC-ASDS, Chairman

DELIBERATION SHEET FOR TEACHER 1 APPLICANT (JUNIOR HIGH SCHOOL)

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

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 for those with teaching experiences. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
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.

Remarks

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)	
---------------------------------------	--

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

SUSAN M. LATA
Federated PTA President, Member

ROSEMARIE T. MACESAR
OIC-ASDS, Chairman

DELIBERATION SHEET FOR TEACHER 1 APPLICANT (SENIOR HIGH SCHOOL)

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 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	Academic and Core Subjects	TVL Groups	Arts and Design Group V	SPORTS Group VI	POINTS
	Groups I-A, I-B, I-C, I-D, II, III-A and III-B	IV-A, IV-B, IV-C and IV-D			
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

LORNA C. PENONAL
EPS, Member

MYRNA T. BARBON
Principal II, Member

EVANGELINE P. TANO
EPS, Member

ROSEMARIE T. MACESAR
OIC-ASDS, Chairman