



Republic of the Philippines
Department of Education

Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

MAR 16 2021

March 16, 2021

DIVISION MEMORANDUM
 OSDS-OASDS-DM- 107_S. 2021

**SELECTION AND RECRUITMENT OF ELEMENTARY AND SECONDARY SCHOOL TEACHERS FOR
 TEACHER 1 POSITION (School Year 2021-2022)**

To : Asst. Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to DepEd order No. 7 s, 2015 entitled Hiring Guidelines for Teacher 1 Positions Effective School Year (SY) 2015-2016, the selection and recruitment of Teacher 1 applicants for SY 2021-2022 is scheduled on the following dates:

Activities	Date
Filing of Application to the School Screening Committee	March 16 to March 26, 2021
Submission of List of applicants with corresponding documents from School to SDO – Asst. Schools Division Superintendent Office	March 29, 2021
Orientation of Teacher Applicants	To be scheduled by zone
Evaluation of documents by the Division Selection Committee	April 5-29, 2021
Interview, Demo – teaching and Specialized skills validation at SDO	April 5-29, 2021
Review and Finalization of Registry of Qualified Applicants (RQA)	May 10-May 21, 2021
Submission of RQA to the Schools Division Superintendent for approval	May 24, 2021
Posting of RQA	May 25-28, 2021

2. All applicants shall register to the Department's online system at application.deped.gov.ph where they must encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, an applicant number will be issued. This number must be indicated in the submission of the application requirements.
3. All applicants are required to submit the following documents to the School Selection Committee; to wit:
 - a. Letter of Intent
 - b. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture
 - c. Certified photocopy of PRC professional identification card or PRC Certification showing the teacher's name, LET rating and other information recorded in the PRC

- d. Certified photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers
- e. Certified copy of Transcript of Records (TOR)
- f. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reasons for unavailability
- g. Certificates of specialized trainings, if any
- h. Certified copy of the voter's ID and/or any proof of residency deemed acceptable by the screening committee
- i. NBI Clearance
- j. Omnibus certificate of authenticity and veracity of all documents submitted, signed by the applicant

4. The School Screening Committee shall issue a certification to the applicants that it has received the application specifying the documents following the format attached in Enclosure No. 3.
5. The applicants assume full responsibility and accountability on the validity and authenticity of the documents submitted as evidenced by the Omnibus Certification of Authenticity. Any violation will automatically disqualify from the selection process
6. Applicants with Early Childhood Education Units should include their documents / certification of units earned.
7. As provided under Section 4.4.4 of DepEd Order No. 7 s. 2015, teachers who have not practiced their profession for the past five (5) years shall be required to take at least twelve (12) units in education courses, consisting of a least six (6) units of content courses.
8. Teacher applicants for SY 2020-2021 who would like to RETAIN their points will submit their letter of intent indicating therein the specific criteria / criterion to be retained or they may add documents identifying the criteria / criterion to be updated for additional points like teaching experience, specialized training, etc. In case the applicant has no document to be updated, they will just submit the letter of intent that they will retain all their points to be included in the latest RQA.

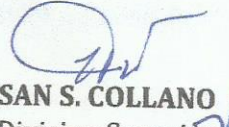
To facilitate the evaluation of documents, elementary school heads shall indicate in their transmittal letter the names of the applicant, the status of application whether old, updating or new. Likewise, for the secondary level, school heads shall submit transmittal with the list of applicants by learning area or major.

9. Teacher applicants who served as Volunteer Teachers/Learning Support Aide shall submit their Volunteer Acknowledgement Form or Contract of Service if LGU Funded to earn points in Experience.
10. Elementary and secondary school heads are required to submit the Composition of the School Screening Committee as stipulated in section 6.2.1 of DepEd Order No. 7, s. 2015 to be approved by the Schools Division Superintendent. A copy shall then be submitted to the ASDS Office on or before March 22, 2021.
11. An orientation of the Division Selection Committee / Sub-Committee shall be held on April 5, 2021.
12. The cut - off score for inclusion in the RQA is seventy (70) points. There will be a separate RQA for Kindergarten and SPED.
13. The Composition of the Division Selection Committee is:

POSITION/S	DIVISION SELECTION COMMITTEE	
	Elementary	Secondary
Chairman	Ma. Luisa T. Dela Rosa	Ma. Luisa T. Dela Rosa
	Asst. Schools Division Superintendent	Asst. Schools Division Superintendent

Members	Gina L. Custodio , Education Program Supervisor including Kindergarten applicants	Frankie T. Turalde , Education Program Supervisor
	Nelson T. Sicio , Education Program Supervisor	Gina B. Pantino , Education Program Supervisor
	Cynthia T. Soneja , EPS, including SPED Applicants	Jezrahel T. Omadto , Education Program Supervisor
	Jose Ruben Tria , SP, President - PESPA	Fidel A. Vegim (CASSH President)
	Dr. Emmanuel Guerrero (DFPTA President)	Dr. Emmanuel Guerrero (DFPTA President)
	Jose D. Bonifacio (ACT Rep)	Glen O. Valledor (ACT Rep)

14. The Division Selection Sub-Committee for elementary and secondary levels are formed to assist the Division Selection Committee. They are entitled to Compensatory Overtime Credit (COC) as per CSC-DBM joint circular No. 2 s. 2004 in case the activity fall on Saturdays and Holidays.
15. Travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
16. Immediate and wide dissemination of this Memorandum is desired.


SUSAN S. COLLANO
 Asst. Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Encl.:
 References:
 To be indicated in the Perpetual Index
 Under the following subjects:



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No. 1 to Division Memorandum No. 197s, 2021

Division Selection Sub-Committee for Elementary Level
(To take charge of the Interview, demo-teaching and skills validation)

ZONE	MUNICIPALITY	EPSs	PSDSs	SCHOOL HEADS
I	Virac San Andres	Gina L. Custodio Nelson T. Sicio	Merly T. Gonzales Elias V. Abundo Edgar A. Rima Delia P. Lazaro	Marisol T. Lim Fe B. Menoza Jayson Floranza ICT:
II	Baras Bato Gigmoto San Miguel	Amelia B. Cabrera	Jose Arcilla Jr. Miguelito T. Rodriguez Ruth B. Sorrrera Henry T. Marin Belen T. Tapas Timmy T. Alcantara	Myla B. Cordial Juan A. Geromo ICT:
III	Bagamanoc Panganiban Viga	Cynthia T. Soneja Jesslyn T. Taway	Nieva DJ. Tuibeo Noe M. Villamartin Brenda V. Villarey Clarissa G. Magdaraog Joselito J. Ruiz	Irene Torazar Estrella Rojas Jra, ICT:
IV	Caramoran Pandan	Ma. Gina M. Templonuevo Frankie T. Turalde	Delfin I. De Leon Nelson L. Isorena Arnold Valledor	Ruben Jose V. Tria Dennis L. Gianan ICT:

EPSs & PSDSs – Interview and Demo-Teaching

Schools Heads-Lesson Plan Preparation and Skills Validation

Division Special Committee for Secondary Level
(To take charge of the Interview, demo-teaching and skills validation)

LEARNING AREA	EPS	SCHOOL HEADS
English	Gina B. Pantino	Josalie T. Tonio, SP I, Antipolo NHS Sonia V. Prensader, SP II, Bto RDHS
Mathematics	Jezrahel Omadto	Lyra C. Tusi, SP II, Baras RDHS, Maybelle Rubio, SP II, SAVS
Filipino	Ma. Gina M. Templonuevo	Rico Trollano, HT III, Dororian NHS, Luz V. Licup, HT, CNHS
Science	Niño Gerard Ceneta	Mary Rose V. Sta. Rosa, SP I, Palta NHS Ronald Refre, SP II, PSAT
Araling Panlipunan	Cynthia T. Soneja	Teresa Camu, HT, Catanduanes NHS Rosalinda Burce, SP I, Lictin IS
MAPEH	Nelson T. Sicio	Shirely Villaranda, SP I, SJNHS Efren Matienzo, SP I, Palumbanes IS
TLE	Amelia B. Cabrera	Ernesto Buena, HT, Catanduanes NHS Teresita Manlangit, HT, SAVS Aileen Tabilog, Asst. Principal, SMRDHS- Mabato Annex Allan Benoyo, Asst. Principal designate, SAVS
EsP	Frankie T. Turalde	Clemente Olarte, SP I, Viga RDHS

ICT:



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Enclosure No. 3 to Division Memorandum No. 173, 2021

CERTIFICATION

To Whom it May Concern:

This is to certify that the School Screening Committee of
 (School)

_____, District _____

(Name of Teacher Applicant)

has received the application letter for Teacher I position of _____
 with the following documents submitted in support to his/her application.

- _____ CSC Form 212 (revised 2017) in two copies with the latest 2x2 ID picture
- _____ Certified photocopy of PRC professional identification card
- _____ Certified photocopy of ratings obtained in the Licensure Examination for
 Teacher /Professional Board Examination for Teachers
- _____ Certified copy of transcript of records
- _____ Certified copy of General weighted average from the school graduated
- _____ Copies of service record, performance rating and school clearance for
 those with teaching experience
- _____ Certificates of specialized training, if any
- _____ Certified copy of voter's ID and/or any proof of residency as deemed
 acceptable by the school screening committee
- _____ NBI Clearance
- _____ Omnibus certification of authenticity and veracity of all documents
 submitted, signed by the applicant

(Address of the School)

Issued this _____ day of _____, 2020 at _____

_____, Philippines.

SCHOOL SCREENING COMMITTEE

Member

Member

Member

Member

School Head/Chairman

