



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V(Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com
Website: www.depedrovcatanduanes.com Tel No.: (052)811-40-63



RELEASE

DepEd Division of Catanduanes
January 17, 2018
RECORDS SECTION
Date JAN 17 2018
Time: 11:40 AM
Initial/Signature: [Signature]

DIVISION MEMORANDUM

NO. 11 S, 2018

**SELECTION AND RECRUITMENT OF ELEMENTARY AND SECONDARY SCHOOL TEACHERS FOR TEACHER 1 POSITION
(School Year 2018-2019)**

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

1. Pursuant to DepEd No. 7 s, 2015 entitled Hiring Guidelines for Teacher 1 Positions Effective School Year (SY) 2018-2019, the selection and recruitment of Teacher 1 applicants is scheduled on the following dates:

Activities	Date
Filing of Application to the School Screening Committee	January 22 to February 2, 2018
Submission of List of applicants with corresponding documents from Schools to SDO- Asst. Schools Division Superintendent Office	February 5 to February 9, 2018
Evaluation of documents by the Division Selection Committee	February 12 to March 2, 2018
Administration of English Proficiency Test (EPT) at Virac Pilot ES	February 24, 2018
Interview, Demo-teaching and specialized skills at SDO-CID	March 5, 2018 to March 24, 2018
Review and Finalization of Registry of Qualified Applicants (RQA)	April 9 to April 13, 2018
Submission of RQA to the Schools Division Superintendent for signing and approval	April 16 to April 19, 2018
Posting of RQA	April 20, 2018

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:

- Letter of Intent
- CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
- Certified photocopy of PRC professional identification card or PRC Certification showing the teacher's name, LET rating and other information recorded in the PRC Office
- Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teachers
- Certified copy of Transcript of Records (TOR)
- 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
- Certificates of specialized trainings, if any
- Certified copy of the voter's ID and/or any proof of residency deemed acceptable by the screening committee
- NBI Clearance
- Omnibus certificate of authenticity and veracity of all documents submitted, signed by the applicant.

4. The applicant assumes 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 the applicant from the selection process.
5. Applicants with Early Childhood Education Units should include their documents/ certification of units earned.
6. 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 context courses.
7. Old applicants are required to submit letter of intent to elementary and secondary school heads identifying the criteria to be updated like: (teaching experience, interview, demo-teaching, and EPT). In case the applicant has no document to be updated, just submit the letter of intent to be included in the latest RQA. More so, to facilitate records in the registry, school heads should indicate in the folder of the applicant the status of application whether it is old and updating or new. While for the secondary level, applicants should indicate its major subject and specify whether old or new applicant in the transmittal.
8. Elementary and secondary school heads are required to submit the composition of the School Screening Committee per section 6.2.1 of DepEd Order # 7, s. 2015 and be submitted to the Office of the undersigned Attention: Office of the Assistant Schools Division Superintendent on or before January 22, 2018.
9. School Screening Committee should follow the functions as indicated in section 6.2.1.2 of the same DepEd order and transmit the documents to the Division Selection Committee.
10. The cut-off score for inclusion in the RQA is seventy (70) points.
11. The following composition of the Division Selection Committee is expected to adhere to the hiring guidelines:

POSITION/S	DIVISION SELECTION COMMITTEE	
	Elementary	Secondary
Chairman	Bernie C. Despabiladero	Bernie C. Despabiladero
	Asst. Schools Superintendent	Asst. Schools Superintendent
Members	Gina L. Custodio, Education Program Supervisor	Romel G. Petajen- Education Program Supervisor
	Nelson T. Sicio, Education Program Supervisor	Gina B. Pantino - Education Program Supervisor
	Ma. Gina M. Templonuevo, Education Program Supervisor	Jezrahel T. Omadto -Education Program Supervisor
	Jose Ruben Tria, SP, President -PESPA	Fidel Vegim, SP II- President, CASSH
	Eduardo Cabrera, President- Division PTA Federated	Eduardo Cabrera, President- Division PTA Federated
	Jayson M. Floranza, President- Division Teachers Association	Cecilia Mendoza, SP I, Alliance of Concerned Teachers
	Cynthia T. Soneja, EPS- Evaluation of SPED Applicants	Jonel G. Aznar, Vice President, Division Secondary Trs. Association

12. The members of the Division Selection Sub- Committee for elementary and secondary level are found in the attached enclosure of this Memorandum. The members 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.
13. Travel and other incidental expenses relative to the conduct of the activities shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
14. Immediate and wide dissemination of this Memorandum is desired.


SOCORRO V. DELA ROSA, CESO VI
 Schools Division Superintendent

**Division Selection Sub- Committee for Elementary and Secondary Level
(School Year 2018-2019)**

Over-All Chairman----- Bernie C. Despabiladero- Asst. Schools Division Superintendent
 Co-Chairman----- Josefa V. Zape - Chief, CID
 Members----- Marichelle LLave - HRMO
 Jennifer Metica - ITO

Elementary Level

Zone I	Municipality of	Supervisors In-Charge
	Virac	Gina L. Custodio - EPS
	San Andres	Nelson T. Sicio - EPS
		Miguelito Rodriguez - PSDS
		Belen Tapas - PSDS
		Henry Marin - PSDS
		Herman Bodota - PSDS
		Dolores Todoc -JO- ICT
Zone II	Municipality of	Frankie Turalde - EPS
	Bato	Amelia B. Cabrera - EPS
	Baras	Elias Abundo - PSDS
	San Miguel	Edgar Rima - PSDS
	Gigmoto	Shelita Valeza - JO- ICT
Zone III	Municipality of	Cynthia T. Soneja - EPS
	Viga	Merly Gonzales -PSDS
	Panganiban	Nelson Isorena - PSDS
	Bagamanoc	Edgardo Valencia - PSDS
		Siony May Crispino - EPS (HRTD)- ICT
Zone IV	Municipality of	Ma. Gina Templonuevo - EPS
	Caramoran	Jeslyn Taway - EPS
	Pandan	Erlinda Borbe - PSDS
		Brenda Villarey - PSDS
		Jogene San Juan - PDO- ICT
Secondary Level		
Romel G. Petajen- Education Program Supervisor		
Gina B. Pantino - Education Program Supervisor		
Jezrahel Omadto - Education Program Supervisor		
Lyra Tusi - School Principal II , PSAT		
Mary Rose Sta Rosa - School Principal I, Supang-Datag NHS		
Nino Gerard Ceneta - School Principal I, Palta National HS		
Maybelle Rubio - School Principal I, Agbn National HS		
Josalie Tonio - School Principal I, Antipolo National HS		
Josefa T. Zape - Head Teacher , Caramoran Rural Dev't HS		
Teresita Camu - Head Teacher , CNHS		
Aileen Tabilog - Head Teacher , Calatagan National HS		
Tessie Breta - Head Teacher , CNHS		
Luz Licup - Head Teacher, CNHS		

OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS

I, _____, Filipino, of legal age, with permanent address at _____, after being sworn in accordance with law, hereby depose and state that:

1. That I am applying for _____ at _____
(Position) (School)

(Address of School)

2. That I have the following documents:
- 2.1. CSC Form 212 (Revised 2017) in two copies with the latest 2" X 2" ID picture
 - 2.2. Certified Photocopy PRC Identification Card.
 - 2.3. Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teacher
 - 2.4. Certified copy of Transcript of Records
 - 2.5. Copies of service record/certificate of employment, performance rating, and school clearance for those with teaching experience
 - 2.6. Certificate of specialized training, if any
 - 2.7. Certified copy of Voters ID and/or any proof of residency as deemed acceptable by the School Screening Committee
 - 2.8. NBI Clearance
3. I am executing this certification to attest to the authenticity and veracity of all documents submitted.
4. By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education, Division of Catanduanes through the School Principal/ Division Screening Committee to verify the authenticity of the above mentioned documents.

Signature over Printed Name

Date

Subscribed and sworn to before me this _____ day of _____,
20____, affiant exhibiting his/her Community Tax Certificate No. _____ issued
on _____ at _____, Catanduanes.