



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region V(Bicol)  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**  
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DepEd, Division of Catanduanes  
RECORDS SECTION  
Date JAN 17 2019  
Time: 11:25 AM  
Initial/Signature: [Signature]

**DIVISION MEMORANDUM**

NO. 17 \_s, 2019

**SELECTION AND RECRUITMENT OF ELEMENTARY AND SECONDARY SCHOOL TEACHERS FOR  
TEACHER 1 POSITION (School Year 2019-2020)**

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

- Pursuant to DepEd 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 2019-2020 is scheduled on the following dates:

Activities	Date
Filling of Application to the School Screening Committee	January 23 to February 4, 2019
Submission of List of applicants with corresponding documents from School to SDO – Asst. Schools Division Superintendent Office	February 6 to February 11, 2019
Orientation of Teacher Applicants (Division Office Hall)	February 12, 2019 (8:00 AM – Elementary) (1:00 PM – Secondary)
Evaluation of documents by the Division Selection Committee	February 14 to March 2, 2019
Administration of English Proficiency Test (EPT) at <u>CMHS</u>	March, 2019
Interview, Demo – teaching and Specialized skills validation at SDO - CID and SGOD Office	March 5, 2019 to March 24, 2019
Review and Finalization of Registry of Qualified Applicants (RQA)	April 10 to April 22, 2019
Submission of RQA to the Schools Division Superintendent for signing and approval	April 25 to April 29, 2019
Posting of RQA	April 30 to May 6, 2019

- All applicants shall register to the Department's online system at [application.deped.gov.ph](http://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.
- All applicants are required to submit the following documents to the School Selection Committee; to wit:
  - Letter of Intent
  - CSC Form 212 (Revised 2017) 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

- 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 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 content courses.
7. Teacher applicants for SY 2018-2019 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.
8. Elementary and secondary school heads are required to submit the composition and 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 January 22, 2019.
9. An orientation of the Division Selection Committee / Special Committee shall be held on February 11, 2019.
10. The cut – off score for inclusion in the RQA is seventy (70) points.

11. 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
Member	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 Templonuevo, Education Program Supervisor	Jezrahel T. Omadto, Education Program Supervisor
	Jose Ruben Tria, SP, President – PESPA	Amelia Eusebio (CASSH President)
	Engr. Marilyn Tatel (DFPTA President)	Engr. Marilyn Tatel (DFPTA President)
	Fernando S. Amor (ACT Rep)	Glen O. Valledor (ACT Rep)
	Cynthia T. Soneja, EPS, Evaluation of SPED Applicants	

12. The Division Special 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.
13. Travel and other incidental expenses 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 Special Committee for Elementary Level**

(To take charge of the interview, demo – teaching and skills validation)

Over – all Incharge: Mr. Miguel Ogalinola, SGOD Chief

Zone	Municipality	EPS	PSDS	School Heads
I	Virac San Andres	Gina Custodio Nelson Sicio	Edgar Rima Elias Abundo	Marisol Lim Ruth Sorrrera Fe Mendoza Jayson Floranza  ICT: Siony May Crispino
II	Bato Baras San Miguel Gigmoto	Amelia Cabrera	Merly Gonzales Herman Budota Belen Tapas Henry Marin	Myla Cordial Juan Geromo  ICT: Ronamel Suaiso
III	Viga Panganiban Bagamanoc	Cynthia Soneja Jesslyn Taway	Miguelito Rodriguez Erlinda Borbe Brenda Villarey	Marivic Camacho Irene Torzar  ICT: Carissa Guerrero
IV	Caramoran Pandan	Ma. Gina Templonuevo Frankie Turalde	Edgardo Valencia Nelson Sicio	Ruben Jose Tria Dennis Gianan  ICT: Chanda Soliveres

EPS & PSDS – Interview and Demo Teaching

School Heads – Lesson Plan Preparation and Skills Validation

**Division Special Committee for Secondary Level**

(To take charge of the interview, demo teaching and skills validation)

Over all Incharge: Dr. Josefa V. Zape

Learning Area	EPS	School Heads
English	Gina Pantino	Josalie Tonio, SP I Antipolo NHS Sonia Prensader, SP I San Miguel RDHS
Math	Romel Petajen	Lyra Tusi, SP II PSAT Maybelle Rubio, SP I Agban NHS
Filipino	Gina Templonuevo	Josefa T. Zape, HT Caramoran RDHS Luz Licup, HT CNHS
Science	Jezrahel Omadto	Mary Rose Sta. Rosa, SP I Supang Datag NHS Niño Gerard Ceneta, SP I Palta NHS
Araling Panlipunan	Cynthia Soneja	Teresa Camu, HT CNHS Rosalinda Burce, SP Lictin Integrated School
MAPEH	Nelson Sicio	Tessie Breta, HT CNHS Efren Matienzo, HT Mabini ES
TLE	Amelia Cabrera	Ernesto Buena, HT CNHS Teresita Manlangit, HT SAVS Aileen Tabilog, HT Calatagan NHS Allan Benoyo, Asst. Principal designate SAVS
Values Education	Frankie Turalde	Rosario Socito, SP II SAVS Eligio Sales Jr., SP Palumbanes Integrated School

ICT: Jogene San Juan

Dolores Todoc

Elizabeth Vargas