



RELEASED

Dated, Division of Catanduanes
RECORDS SECTION

Date: JAN 26 2017
January 26, 2017
Time: 2:00 PM
Initial/Signature: [Signature]

DIVISION MEMORANDUM
No. 18 s. 2017

**SELECTION AND RECRUITMENT OF PUBLIC ELEMENTARY & SECONDARY SCHOOL TEACHERS FOR TEACHER I POSITION
(SCHOOL YEAR 2017-2018)**

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

1. In accordance with DepEd Order No. 7, s.2015 entitled Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016, the selection and recruitment of Teacher I applicants for School Year 2017-2018 is scheduled on the following dates:

| Activities | Date |
|--|--|
| Filing of Application to the School Screening Committee | January 26, 2017 to February 16, 2017 |
| Submission of List of Applicants with corresponding documents from School to Schools Division Office-Office of the Asst. Schools Division Superintendent | February 20, 2017 to February 24, 2017 |
| Orientation of Teacher-Applicants at SDO-Conference Hall | February 21, 2017, 1PM- Secondary Applicants February 22, 2017, 8AM- Elementary Applicants (Zone 1 & 2) February 22, 2017, 1PM- Elementary Applicants (Zone 3 & 4) |
| Evaluation of documents by the Division Selection Committee | February 27, 2017 to March 17, 2017 |
| Interview and Demo-Teaching at the Schools Division Office | March 20, 2017 to April 21, 2017 |
| Administration of English Proficiency Test at Virac Pilot Elementary School | Administration of English Proficiency Test is dependent on the schedule set by NETRC and shall be announced on a later date |
| Review and Finalization of Registry of Qualified Applicants (RQA) | April 24, 2017 to May 5, 2017 |
| Submission of RQA to the Schools Division Superintendent for approval | May 10-12, 2017 |
| Posting of RQA | May 15, 2017 |

2. Applicant 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. In the submission of application requirements, this applicant number must be indicated.

3. Applicant shall submit to the head of elementary or secondary school a written application, with an Applicant Number indicated, supported by the following documents:

- CSC Form 212 (Revised 2005) In two copies with the latest 2x2 ID picture
- 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
- Certified photocopy of ratings obtained in the License Examination for Teachers/Professional Board Examination for Teachers
- Certified copy of transcript of records
- Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s 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