



RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date: JAN 26 2017

January 26, 2017

Time: 2:30 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	<i>Administration of English Proficiency Test is dependent on the schedule set by NETRC and shall be announced on a later date</i>
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](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. 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

- g. Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the Screening Committee
- h. NBI Clearance
- i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

2. 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.

3. 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 at least six (6) units of context courses.

4. Old applicants included in the RQA for School Year 2016-2017 are advised to update their points by submitting the following:

- 1. Letter of Intent
- 2. Certification of points earned
- 3. Documents to be updated

5. Applicants shall take the English Proficiency Test. Previously-ranked teacher applicants who had already taken their EPT may decide whether or not to take the test. Those who opted not to take the test will have the same points for EPT from the previous ranking, while those who opted to re-take the test, the latest result shall be used for evaluation.


4. The cut-off score for inclusion in the RQA is seventy (70) points.

5. The following composition of the Division Selection Committee is expected to strictly adhere to the hiring guidelines:

POSITION/S	DIVISION SELECTION COMMITTEE	
	Elementary	Secondary
Chairman	Bernie C. Despabiladero Asst. Schools Division Superintendent	Bernie C. Despabiladero Asst. Schools Division Superintendent
Members	Gina L. Custodio, Education Program Supervisor Ma. Gina M. Templonuevo, Education Program Supervisor Nelson T. Sicio, Education Program Supervisor Ruben Jose Tria, School Principal I, President - PESPA Atty. Louie Guerrero, President-Division PTA Federation Rogelio Sontillano, Head Teacher II, Alliance of Concerned Teachers Cynthia Soneja, EPS (evaluation of SPED applicants)	Romel G. Petajen, Education Program Supervisor Gina B. Pantino, Education Program Supervisor Jezrahel T. Omadto, Education Program Supervisor Amelia Eusebio, School Principal III, President - CASSH Atty. Louie Guerrero, President-Division PTA Federation Cecilia Mendoza, School Principal I, Alliance of Concerned Teachers

6. All expenses in relation to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

7. For immediate dissemination, information, guidance and strict compliance.

  
 SOCORRO V. DELA ROSA, CESO VI  
 Schools Division Superintendent