



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

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RELEASED

Division of Catanduanes

ASDS SECTION

Date: JAN 18 2019

Time: 4:20 PM

Initial/Signature: [Signature]

January 18, 2019

DIVISION MEMORANDUM
NO. 22 s, 2019

SELECTION AND RECRUITMENT OF SENIOR HIGH SCHOOL TEACHERS FOR S.Y. 2019 – 2020

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads, Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 3, s. 2016 "Hiring Guidelines for Senior High School (SHS) Teaching Positions effective School Year 2016-2017", and to have a Registry of Qualified Applicants per SHS Subject Groups for the School Year 2019 – 2020, this Office announces the schedule of activities for the selection and recruitment of SHS teacher viz:

DATE	ACTIVITIES	VENUE	PERSONS / COMMITTEE IN CHARGE
January 22 to February 4, 2019	Submission of Application / Documents	ASDS Office	Division Selection Committee
February 13, 2019	Orientation of Applicants (8:00 AM)	SDO Conference Hall A	Division Selection Committee
February 14 to March 2, 2019	Evaluation of Documents	CID Office	Division Selection Committee and Division Special Committee
March, 2019	English Proficiency Test	CNHS	Division Selection Committee / SEPS, M & E
March 5 to March 24, 2019	Interview, Demonstration Teaching	SDO Conference Hall A	Division Selection Committee / Special Committee
April 10 to April 22, 2019	Review and Finalizing of RQA by Group and Subject Group	CID Office	Special Committee and Division Selection Committee
April 25 to April 29, 2019	Review and Submission of RQA to SDS for approval	ASDS Office	Division Selection Committee
April 30 to May 6, 2019	Posting of RQA	Designated Area	Personnel Section

2. An applicant shall submit to the SDO a written application indicating the strand / track, supported by the following documents:

	Applicants for Permanent Positions	Applicants for Part – Time Positions
Mandatory requirements	<ul style="list-style-type: none"> Letter of intent which shall indicate the following information: <ol style="list-style-type: none"> Statement of purpose / expression of interest Subject group he / she intends to teach Preferred school(s), If any CSC Form 212, Revised 2017 (Personal Data Sheet in two (2) copies with the latest 2x2 ID picture Certified photocopy of certificates of relevant specialized trainings, if any Certified copy of Voter's I.D. and / or any proof of residency National Bureau of Investigation (NBI) clearance Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant 	
Additional requirements	<ul style="list-style-type: none"> Certified photocopy of Diploma on Bachelor's degree Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant / specialized subject Certified photocopy of Professional Regulation Commission (PRC) professional ID card / certificate of registration / license Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET) / Professional Board Examination for Teachers (PBET) 	<ul style="list-style-type: none"> Written approval from his / her head of unit if he / she is currently employed by the national government of the local government unit.
Additional requirements for TVL teacher – applicants	<ul style="list-style-type: none"> Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC – III in SMAW to teach SMAW – NC – II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses) 	
Additional requirements for TVL teacher – applicants	<ul style="list-style-type: none"> Certified photocopy of Trainers Methodology Certificates (TMC), if available 	

Additional requirements for Arts and Designs and Sports Tracts teacher – applicants	<ul style="list-style-type: none"> • Certified photocopy of Certification Proficiency / Recognition from recognized and respectable relevant associations / organizations / guild
Additional requirement for HEI / TVL faculty	<ul style="list-style-type: none"> • Certified photocopy of Certification of Status of Employment / Service Record from HEI / TVL

3. All documents shall be sequentially labelled, and be submitted to ASDS Office using long folder.
4. The cut off score is 70% to be included in the Registry of Qualified Applicants (RQA).
5. The members of the Division Selection and Special Committees who will evaluate the documents of the applicants are entitled to CTO / COC as per CSC – DBM Joint Circular No. 2, s. 2004 dated October 4, 2004 in case the activity will fall on Saturdays and Sundays.
6. Travel and other expenses relevant to the conduct of the activities shall be charged against local funds / school MOOE subject to the accounting and auditing rules and regulations.
7. Attached is the Enclosure for the Division Composition of the Division Selection Committee and Division Special Committee to conduct selection and recruitment of Senior High School Teachers.
8. An Orientation of the Division Selection Committee / Special Committee shall be held on February 11, 2019.
9. Immediate and wide dissemination of this Memorandum is desired.


SOCORRO V. DELA ROSA, CESO VI
 Schools Division Superintendent

Reference: DepEd Order No. 3, s. 2016

To be indicated in the Perpetual Index under the following subjects:

RECRUITMENT POLICY TEACHERS

Enclosure to Division Memorandum No. 22 S. 2019

**COMPOSITION OF THE DIVISION SELECTION COMMITTEE AND DIVISION SPECIAL COMMITTEE
FOR SENIOR HIGH SCHOOL
SY 2019 – 2020**

A. Division Selection Committee

Chairman: Ma. Luisa T. Dela Rosa, ASDS
 Members: Romel G. Petajen, EPS
 Amelia Eusebio, P III, CASSH President
 Jonel Aznar, Sec. School Teacher
 Assn. Vice President
 TESDA / GUILD Representative
 EPS Regional Observer
 Marichelle B. Llave, AO IV, Secretariat

B. Division Special Committee

To take charge of the Evaluation of Documents, Demo – Teaching and Interview
 Romel Petajen – Over all Incharge

Subject	EPS Incharge	Members EPS, PSDS, School Heads / Other Personnel	Secretariat
I. HUMSS English Filipino Social Science	Gina Pantino Gina Templonuevo Cynthia Soneja	Frankie Turalde Josalie Tonio Maybelle Rubio	Jogene San Juan
I. ABM and Entrepreneu rship Research and Immersion	Romel Petajen	Jesslyn Taway, Gina Custodio, Belen Tapas, Brenda Villarey	Dave Tantiado
II. STEM Math Science	Jezrahel Omadto	Roy Aguilar, Hayne Aguilar, Lyra Tusi, Niño Ceneta, Ranil Velasco, Mary Rose Sta. Rosa	Shelita Valeza
III. TVL	Amelia Cabrera	Elias Abundo, Merly Gonzales, Herman Bodota, Ernesto Buena, Arnold Valledor, Lorenzo Gando	Elizabeth Vargas
V-VI. Sports / Arts & Design	Nelson Sicio	Mary Jean Romero, Nelson Isorena, Sarah Chiong, Tessie Breta, Efren Matienzo Jr.	Siony May Crispino