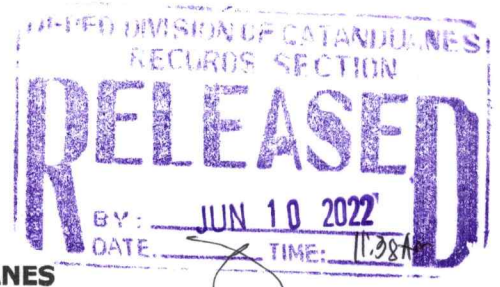




Republic of the Philippines
Department of Education
 Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



June 10, 2022

DIVISION MEMORANDUM
 OSDS-OASDS-DM- 275 S. 2022

**RECRUITMENT AND SELECTION OF SENIOR HIGH SCHOOL TEACHERS FOR
 TEACHER 1 POSITION (School Year 2022-2023)**

**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 order No. 3 s., 2016 entitled "Hiring Guidelines for Senior High School (SHS) Teaching Position effective School year 2016-2017" and to have a Registry of Qualified Applicants per SHS Subject Groups for the School year 2022-2023, this Office announces the schedule of activities for the selection and recruitment of SHS teachers viz:

DATE	ACTIVITIES	VENUE	PERSONS/COMMITTEE IN CHARGE
June 13-30, 2022	Submission of Application/Documents	ASDS Office	Division Selection Committee
To be scheduled	Orientation of Applicants	SDO	Division Selection Committee
July 11, 2022	Evaluation of Documents	SDO	Division Selection Committee and Division Sub-Committee
July 18- August 18, 2022	Interview, Demonstration Teaching	SDO	Division Selection Committee and Division Sub-Committee
August 22, 2022	Review and Finalization of RQA by Group and Subject Group	CID Office	Division Selection Committee and Division Sub-Committee
August 22-26, 2022	Review and Submission of RQA for approval of SDS	ASDS Office	Division Selection Committee
August 30, 2022	Posting of RQA	Designated Area	Personnel Section

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





Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

	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: <ul style="list-style-type: none"> a. Statement of purpose/expression of interest b. Subject group he/she intends to teach c. Preferred school(s), if any • CSC Form 212, Revised 2017 (Personal Data Sheet) in two copies with latest 2x2 ID picture • Certified photocopy of certificates of relevant specialized trainings, if any • Certified copy of Voter's ID and/or any proof of residency • 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 PRC ID Card/certificate of registration/license • Certified photocopy of ratings obtained in the LET/PBET 	<ul style="list-style-type: none"> • Written approval forms his/her head unit if he/she is currently employed by the national 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. Expectations are given to applicants for courses with no National Certificates (e.g. Handicraft courses) 	






Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

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 Design 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 requirements 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. Teacher applicants who served as Volunteer Teacher/Learning Support Aide shall submit their Volunteer Acknowledgement Form or Contract of Service if LGU Funded to earn points in Experience.
5. The cut off score is 70% to be included in the Registry of Qualified Applicants (RQA).
6. The members of the Division Selection Committee and Sub-Committee 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 Saturday and Sundays.
7. Travel and other incidental expenses relevant to the conduct of the activities shall be charged against local/school MOOE subject to the usual accounting and auditing rules and regulations.
8. Attached is the Composition of the Division Selection Committee and Division Selection Sub-Committee to conduct the selection and recruitment of Senior High School Teachers
9. Immediate and wide dissemination of this Memorandum is desired.


MA. LUISA T. DELA ROSA
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No. 1 to Division Memorandum No. _____ s., 2022

**Composition of the Division Selection Committee and
Division Sub-Committee for Senior High School
School Year 2022-2023**

A. Division Selection Committee

Chairman: Ma. Luisa T. Dela Rosa
Members: Romel G. Petajen, EPS
Fidel A. Vegim, SP II, CASSH President
Jonel G. Aznar,
TESDA/GUILD Representative
EPS Regional Observer
Marichelle B. Llave, AO IV, Secretariat

B. Division Selection Sub-Committee

To take charge of the Evaluation of Documents Demo-Teaching and Interview

Romel G. Petajen-Over all in charge

SUBJECT	EPS IN CHARGE	MEMBERS EPSs, PSDSs, SHs/Other Personnel	Secretariat
I. HUMSS English Filipino Social Science	Gina B. Pantino Ma. Gina Templonuevo Cynthia T. Soneja	Frankie T. Turalde Josalie Tonio Maybelle Rubio	
II. ABM and Entrepreneurship Research and Immersion	Jezrahel Omadto	Jesslyn T. Taway Gina L. Custidio Belen T. Tapas Brenda V. Villarey Carol P. Gil Sharon Castilla	
III. STEM Science Mathematics	Niño Gerard Ceneta	Roy Aguilar Lyra C. Tusi Ranil Velasco Mary Rose Sta. Rosa	
IV. TVL	Amelia B. Cabrera	Elias V. Abundo Merly T. Gonzales Ernesto Buena Arnold M. Valledor Lorenzo E. Gando Bernardo B. Bosque Clemente Olarte	
V.-VI. Sports/ Arts & Design	Efren Matienzo	Sarah S. Chiong Cynthia Sorra	

