



Republic of the Philippines
Department of Education

Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



June 10, 2022

DIVISION MEMORANDUM
OSDS-OASDS-DM- 276 s. 2022

**RECRUITMENT AND SELECTION OF ELEMENTARY AND SECONDARY 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**

1. Pursuant to DepEd order No. 7 s, 2015 entitled Hiring Guidelines for Teacher 1 Positions Effective School Year (SY) 2015-2016, the recruitment and selection of Teacher 1 applicants for SY 2022-2023 is scheduled on the following dates:

Activities	Date
Filing of Application to the School Screening Committee	June 13-June 30, 2022
Submission of List of applicants with corresponding documents from School to SDO – Asst. Schools Division Superintendent Office	July 1, 2022
Orientation of Teacher Applicants	To be scheduled
Evaluation of documents by the Division Selection Committee	July 7, 2022
Interview, Demo – teaching and Specialized skills validation at SDO	July 18-August 18, 2022
Review and Finalization of Registry of Qualified Applicants (RQA)	August 22-26, 2022
Submission of RQA to the Schools Division Superintendent for approval	August 30, 2022
Posting of RQA	August 31, 2022

2. All applicants 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. This number must be indicated in the submission of the application requirements.





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3. All applicants are required to submit the following documents to the School Selection Committee; to wit:
 - a. Letter of Intent
 - b. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture
 - c. 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 School Screening Committee shall issue a certification to the applicants that it has received the application specifying the documents following the format attached in Enclosure No. 3.
5. The applicants assume 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 from the selection process
6. Applicants with Early Childhood Education Units should include their documents / certification of units earned.
7. 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.
8. Teacher applicants for SY 2021-2022 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,





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school heads shall submit transmittal with the list of applicants by learning area or major.

9. Teacher applicants who served as Volunteer Teachers/Learning Support Aide shall submit their Volunteer Acknowledgement Form or Contract of Service if LGU Funded to earn points in Experience.
10. Elementary and secondary school heads are required to submit the Composition of 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 June 15, 2022.
11. An orientation of the Division Selection Committee / Sub-Committee shall be held on July 7, 2022
12. The cut – off score for inclusion in the RQA is seventy (70) points. There will be a separate RQA for Kindergarten and SPED.
13. 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
Members	Gina L. Custodio , Education Program Supervisor including Kindergarten applicants	Frankie T. Turalde , Education Program Supervisor
	Nino Gerard Ceneta , Education Program Supervisor	Gina B. Pantino , Education Program Supervisor
	Cynthia T. Soneja , EPS, including SPED Applicants	Jezrahel T. Omadto , Education Program Supervisor
	Jose Ruben Tria , SP, President – PESPA	Fidel A. Vegim (CASSH President)
	Atty. Louie Guerrero (DFPTA President)	Atty. Louie Guerrero (DFPTA President)
	Jose D. Bonifacio (ACT Rep)	Glen O. Valledor (ACT Rep)


14. The Division Selection Sub-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.
15. Travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.





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16. 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





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Enclosure No. 1 to Division Memorandum No. __s., 2022

**Division Selection Sub-Committee for Elementary Level
(To take charge of the Interview, demo-teaching and skills validation)**

ZONE	MUNICIPALITY	EPSs	PSDSs	SCHOOL HEADS
I	Virac San Andres	Gina L. Custodio Nino Gerard Cenetas	Merly T. Gonzales Elias V. Abundo Ruth B. Sorreera Marisol Lim	Salve Templo Fe B. Menoza Jayson Floranza ICT: John Bryan Laguda
II	Baras Bato Gigmoto San Miguel	Amelia B. Cabrera	Jose Arcilla Jr. Miguelito T. Rodriguez Nieva DJ. Tuibeo Henry T. Marin Belen T. Tapas Timmy T. Alcantara	Myla B. Cordial Juan A. Geromo ICT: Jake Tablo
III	Bagamanoc Panganiban Viga	Cynthia T. Soneja Jesslyn T. Taway	Arnold Valledor Noe M. Villamartin Brenda V. Villarey Clarissa G. Magdaraog Joselito J. Ruiz	Irene Torazar Estrella Rojas Jra, ICT: Alexa May Abundo
IV	Caramoran Pandan	Ma. Gina M. Templonuevo Frankie T. Turalde	Delfin I. De Leon Nelson L. Isorena	Ruben Jose V. Tria Dennis L. Gianan ICT: Jogene Alilly C. San Juan

EPSs & PSDSs – Interview and Demo-Teaching

Schools Heads-Lesson Plan Preparation and Skills Validation





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Enclosure No. 2 to Division Memorandum No. __s., 2022

Division Sub-Committee for Secondary Level
(To take charge of the Interview, demo-teaching and skills validation)

LEARNING AREA	EPS Incharge	SCHOOL HEADS
English	Gina B. Pantino	Josalie T. Tonio, SP I, Antipolo NHS Sonia V. Prensader, SP II, Bto RDHS
Mathematics	Jezrahel Omadto	Lyra C. Tusi, SP II, Baras RDHS, Maybelle Rubio, SP II, SAVS
Filipino	Ma. Gina M. Templonuevo	Rico Trollano, HT III, Dororian NHS, Luz V. Licup, HT, CNHS
Science	Niño Gerard Ceneta	Mary Rose V. Sta. Rosa, SP I, Palta NHS Ronald Refre, SP II, PSAT
Araling Panlipunan	Cynthia T. Soneja	Teresa Camu, HT, Catanduanes NHS Rosalinda Burce, SP I, Lictin IS
MAPEH	Efren Matienzo	Shirely Villaranda, SP I, SJNHS Cynthia Sorra, HT III, CNHS
TLE	Edgar Rima	Ernesto Buena, HT, Catanduanes NHS Teresita Manlangit, HT, SAVS Aileen Tabilog, Asst. Principal, SMRDHS- Mabato Annex Allan Benoyo, Asst. Principal designate, SAVS Clemente Olarte, SP I, Viga RDHS
EsP	Frankie T. Turalde	Clemente Olarte, SP I, Viga RDHS

*Note: EPS Incharge may assign an ICT personnel in their respective learning area.





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Enclosure No. 3 to Division Memorandum No. __s, 2022

CERTIFICATION

To Whom it May Concern:

This is to certify that the School Screening Committee of
 _____, District _____,
 _____, **(Name of Teacher Applicant)**
 has received the application letter for Teacher I position of _____
 with the following documents submitted in support to his/her application.

- _____ CSC Form 212 (revised 2017) in two copies with the latest 2x2 ID picture
- _____ Certified photocopy of PRC professional identification card
- _____ Certified photocopy of ratings obtained in the Licensure Examination for Teacher /Professional Board Examination for Teachers
- _____ Certified copy of transcript of records
- _____ Certified copy of General weighted average from the school graduated
- _____ Copies of service record, performance rating and school clearance for those with teaching experience
- _____ Certificates of specialized training, if any
- _____ Certified copy of voter's ID and/or any proof of residency as deemed acceptable by the school screening committee
- _____ NBI Clearance
- _____ Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

Issued this _____ day of _____, 2022 at _____, **(Address of the School)**
 _____, Philippines.

SCHOOL SCREENING COMMITTEE

_____ Member	_____ Member
_____ Member	_____ Member
_____ School Head/Chairman	

