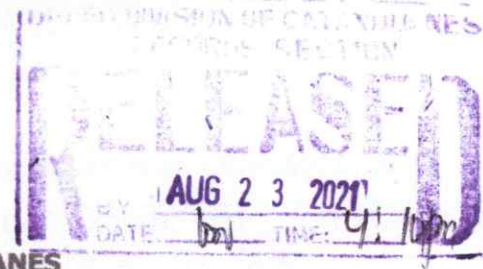




Republic of the Philippines  
Department of Education  
Region V - Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 19, 2021

**DIVISION MEMORANDUM**

OSDS-OASDS-DM- 367 S. 2021

**RECRUITMENT AND SELECTION OF ELEMENTARY SCHOOL TEACHERS FOR  
TEACHER 1 POSITION (School Year 2021-2022)**

**To :** Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary School Heads  
District/School ICT Coordinators

1. In compliance to DepEd Order No. 7, s. 2015 and Division Memorandum No. 16, s. 2021, the selection process for Teacher I Applicants in the Elementary level shall start on September 1, 2021 onwards by Municipality except Virac which will be done by district.
2. The over-all incharge of the activity are the Public Schools District Supervisors and incharge of the district. The PSDS shall be assisted by elementary school heads and ICT Coordinators in going through with the different processes. The committee members and the specific guidelines to be followed are enclosed in this Memorandum.
3. The Division Selection Committee shall monitor the conduct of the activity in the different municipalities.
4. The members of the Municipal Selection Committee are entitled to service credits for teachers pursuant to paragraph 5.3 letter k of the Joint Circular No. 2 by the CSC DBM dates October 4, 2004.
5. To ensure the smooth flow of the activity, a virtual orientation of the committee shall be held on August 31, 2021. The link shall just be forwarded.
6. Food (1 meal and 2 snacks) of the committee shall be charged against Division MOOE/Local Funds subject to the usual accounting and auditing rules and regulation.
7. Attached to this Memorandum are the following:
  - i. Guidelines in the Selection Process
  - ii. Municipal/District Selection Sub-Committee
  - iii. List of the number of teacher applicants by municipality
8. For information, guidance and compliance.

**SUSAN S. COLLANO**

Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.:

References:

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

**MUNICIPAL/DISTRICT SELECTION COMMITTEE FOR TEACHER-I APPLICANTS**

<b>DISTRICT</b>	<b>LESSON PLANNING</b>	<b>DEMO TEACHING</b>	<b>INTERVIEW</b>	<b>SKILLS DEMO</b>	<b>ICT</b>
Gigmoto	Juan O. Geromo	Marino Pantaleon	Henry T. Marin	Juan Tatad	Chiro Carranza
	Rodel Tayo	Wilson Olino	Charlie Teves	Amelito Torillos	Tristan Philip Ramos
			Denmar Romero		
Pandán	Mary Anne Galicia	Amalia Domingo	Arnulfo Bernardino	Percy Rima	Glenda Isorena
	Columba Deinla	Minnie Lopez	Nelson Isorena	Joel Datoon	Rowena Evangelista
					Emmalyn Gianan
Caramoran	Rosiel Imperial	Alan S. Gud	Delfin I. De Leon	Efren O. Matienzo	Estrella B. Miraran
		Marjorie Toledana	Irma Miraran	Milani R. Del Barrio	Gina Dela Cruz
					Bivlyen Isarna
Bagamanoc	Ma. Gracia Baluyot	Cynthia Evangelista	Arnold Valledor	Aileen Villasana	Richelle Bragais
	Lolita P. Dela Rosa	Rebecca Villacorta	Noe Villamartin	Jose Tapia	Lenora Villamartin
					Wilfred Villafior
San Miguel	Mary Jane Valenzuela	Timmy T. Alcantara	Belen Tapas	Marigen Torrente	Lourdes Basierto
	Rey King Bernal IV	Jocelyn Burce	Elena C. Tedera	Jhonney Boy D. Bernal	Lea Tating
		Tessie Padilla			
Panganiban	Corazon Magtangob	Linda Dela Rosa	Brenda Villarey	Samuel Pante	Cherilyn Turado
		Beatriz Arisapa	Josephine Vallespin	Romeo Alberto	Suzette Olarve
					Marjorie De Leon
Baras	Maribel Tagoo	Jose T. Arcilla	Jan Marvin Toledana	Jovel T. Tendencia	Rea R. Tating
	Janet Vargas	Evelyn M. Tapia	Emma S. Ogalinola	Lilybeth T. Gualberto	Shiela D. Ramos
		Levi Taway			Nancy Tendencia
Virac North	Marisol T. Lim	Lina S. Mariano	Opero A. Turado	Jay Tabuzo	Jake Sarmiento
		Fe Mendoza	Elias V. Abundo	Lilibeth Tabuzo	Amalia M. Aguilar
					Neil Bañares



<b>DISTRICT</b>	<b>LESSON PLANNING</b>	<b>DEMO-TEACHING</b>	<b>INTERVIEW</b>	<b>SKILLS DEMO</b>	<b>ICT</b>
Virac South	Eligio Sales	Marivis Camacho	Merly Gonzales	Ruben Jose V. Tria	John Alrey Tidon
	Gloria Soriao	Jane Tabor	Jessie Icaranom	Shiela Maria Zapanta	Joan Correo
					Daisy Cambonga
Bato	Jenry Tayam	Myla Cordial	Nieva DJ Tuibeo	Irene Torzar	Paul Xavier Tejerero
		Lorenzo Gando	Miguelito Rodriguez	Estrella Rojas	Jessie Rodulfo
					Wilson Tresmanio
San Andres	Anchelita P. Sicio	Dennis L. Gianan	Ruth Sorrera	Rolly Nazareno	Iganie Besonia
	Soledad Gianan	Mannuel Tablizo	Delia Lazaro	Francis Surban	Michale Angelo Almazan
					Marisol Toledo
Viga	Victoria Palomer	Ma. Liza Arrojo	Joselito Ruiz	Ramon Tura	Lerma Timajo
	Danilo Valderama	Cynthia Usero	Clarissa Magdaraog	Ma. Lizette Magistrado	Loida Tubeo

**NUMBER OF APPLICANTS (OLD AND NEW)  
ELEMENTARY LEVEL**

No.	District	Total No. of Applicants	NEW	OLD	OLD APPLICANTS			TOTAL NO.			No. of days (including Evaluation of documents and result of evaluation)
					To Demo Teach	For Interview	For Skills Validation	To Demo Teach	For Interview	For Skills Validation	
1.	Bagamanoc North	26	6	20	1	4	0	7	10	6	3 days
	Bagamanoc South	7	2	5	0	0	0	2	2	2	
2.	Baras North	10	2	8	5	3	1	7	5	3	3 days
	Baras South	22	2	20	0	3	0	2	5	2	
3.	Bato East	30	4	26	0	1	0	4	5	4	3 days
	Bato West	10	2	8	0	2	1	2	4	3	
4.	Caramoran North	34	9	25	3	3	0	12	12	9	4 days
	Caramoran South	23	3	20	4	4	0	7	7	3	
5.	Gigmoto	30	4	26	0	2	0	4	6	4	3 days
6.	Pandan East.	8	1	7	0	0	0	1	1	1	2 days
	Pandan West	22	5	17	0	1	0	5	6	5	
7.	Panganiban	29	8	21	5	6	2	13	14	10	3 days
8.	San Andres East	27	7	20	0	2	5	7	9	12	4 days
	San Andres West	51	4	47	2	3	3	6	7	7	
9.	San Miguel North	16	5	11	0	0	0	5	5	5	2 days
	San Miguel South	20	3	17	0	0	0	3	3	3	
10.	Viga East	11	2	9	0	0	1	2	2	3	4 days
	Viga West	43	14	29	1	1	0	15	15	14	
11.	Virac North	91	12	79	6	6	1	18	18	13	5 days
	Virac South	56	7	49	2	4	4	9	11	11	3 days



**DIVISION ORIENTATION OF  
MUNICIPAL/DISTRICT SELECTION  
SUB-COMMITTEE FOR TEACHER I  
APPLICANTS (ELEMENTARY  
LEVEL)**

1. In compliance to Division Memorandum No. 59, s. 2020 re: Selection and Recruitment of Elementary and Secondary School Teachers for Teacher I Position School Year 2021-2022, the Interview, Demo Teaching and Skills Demo shall be done by Municipality.
2. The Public Schools District Supervisors or Principal II, Incharge of the District shall serve as the Overall Incharge of the activity assisted by school heads and District/School ICT Coordinators.

The Composition shall be:

<b>LP</b>	<b>DEMO TEACHING</b>	<b>SKILLS DEMO</b>	<b>INTERVI EW</b>	<b>ITO</b>
2 SH	3 SH	2	2	3

3. The Committee (per municipality) shall prepare the competencies in English, Math and Science from Grades IV to VI, First Quarter. The School Head incharge in the LP shall observe the time allowed for the process.

- Applicants may bring their references like books etc. so with instructional material like manila paper.
  - They may bring laptops or IT aided instruction is allowed.
4. Applicants are free to choose the learning area and grade level to demo on.



Time allotment:

Lesson Planning and Preparation of IM  
(1 1/2 hours)

Demo Teaching - 30 mins.

Interview - 15 mins.

Skills Demo - 2 hours

5. There will be 2 observers who will rate the applicant. The ICR Corp shall record the process (demo teaching, interview and skills demo to be submitted to the Division ITO.

The videotaped demo teaching shall be reviewed by the EPS incharge who serves as the 4th rater.

5. There will be 5 rooms to be prepared (holding area-Multi Purpose Hall, LP, Demo, Interview and Skills Demo)

6. A 30-minute Orientation preferably at 7:30 AM to 8:00 AM to applicants be done on the day they are scheduled so as to comply with the 6 to 8 pax for a face to face assembly. Physical distancing, wearing of face masks and other health protocols shall be strictly observed.

7. The SDO shall prepare the following:

- \* Proposal - Php 500.00 for 1 meal and 2 snacks (Caterer)
- \* Different Forms
- \* List of Applicants (new and old)

### SCHEDULE OF TEACHER APPLICANTS

NO.	LP & IM PREP.	DEMO	INTERVIEW	SKILLS DEMO
1	8:00 -9:30	9:35-10:05	10:10-10:25	1:00-3:00
2	9:00-10:30	10:35-11:05	11:10-11:25	1:30-3:30
3	9:30-11:00	11:10-11:40	11:45- 12:00NN	2:00-4:00
4	12:00 NN- 1:30	1:35-2:05	8:00-8:15	8:30-10:30
5	12:30-2:00	2:10-2:40	8:20-8:35	9:00-11:00
6	1:30-2:00	3:10-3:40	8:40-8:55	9:30-11:30



**VENUE:**

Holding Area

Lesson Planning and Instructional Material

Preparation

Demo Teaching

Interview

Skills Demo/Validation

\*Numbers be provided to teacher applicants

The PSDS shall consolidate the result of the initial evaluation of teacher applicants

**NEXT STEPS:**

To determine/decide on the start of evaluation.