



RELEASED
 May 20 2016 Division of Catanduanes
RECORDS SECTION
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 By [Signature]

DIVISION MEMORANDUM
 No. 48 s. 2016

SPECIAL RECRUITMENT, SELECTION, EVALUATION & RANKING OF APPLICANTS FOR UNFILLED SENIOR HIGH SCHOOL TEACHING POSITIONS

To : OIC, Asst. Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Secondary School Heads
 All Other Concerned

1. To facilitate the filling up of the 27 unfilled Teaching positions for SY 2016-2017 in Senior High School Program. This Office will conduct a Special Recruitment, Selection, Evaluation and Ranking of Applicants for Unfilled Senior High School Teaching Positions pursuant to DepED Order No. 3 s. 2016 re: Hiring Guidelines for the Senior High School Teaching Positions Effective SY 2016-2017. The following activities shall be observed:

Activities	Date	Venue
1. Submission of documents/updating of points	May 23-27, 2016	Schools Division Office- Office of the Asst. Schools Division Superintendent
2. Evaluation of documents by the Division Selection Committee	May 30-31, 2016	Schools Division Office
3. Interview and Demo Teaching	June 1-3, 2016	CID Office
4. Administration of English Proficiency Test	(to be announced later)	Schools Division Office

2. Applicants shall submit to the Schools Division Office a written application supported by the following documents.

- a) CSC 212 (revised 2005) in two copies with the latest 2x2 ID picture
- b) 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.
- c) Certified photocopy of ratings obtained in the License Examination for Teachers/Professional Board Examination for Teachers
- d) Certified copy of transcript of records
- e) 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/s for unavailability.
- f) Certificates of specialized trainings, if any
- 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

3. All teachers-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 but the recent result will be used for ranking purposes.
4. The cut- off score for inclusion in the RQA is seventy (70) points.
5. The member of the Division Selection Committee shall strictly observe the guidelines stipulated in DepEd No. 3 s. 2016 for this particular selection and evaluation.
6. Attached is the list of the 27 unfilled items for interested applicants to consider in their application.
7. For information, guidance and compliance of all concerned.

Socorro V. Dela Rosa
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

LIST OF THE 27 SHS UNFILLED ITEMS

No.	POSITION TITLE	SPECIALIZATION
1	Teacher III	MATH
2	Teacher II	ICT
3	Teacher II	ANIMAL PRODUCTION
4	Teacher I	ACCOUNTANCY / BUSS.MGT
5	Master Teacher III	SCIENCE
6	Teacher II	SCIENCE
7	Teacher I	AQUACULTURE
8	Teacher I	ENGLISH
9	Teacher II	SCIENCE
10	Teacher I	SCIENCE
11	Master Teacher III	SCIENCE
12	Teacher I	AGRICULTURE
13	Teacher I	BREAD & PASTRY PRODUCTION
14	Teacher I	CARPENTRY
15	Teacher I	CARPENTRY
16	Teacher I	HORTICULTURE
17	Teacher I	COOKERY
18	Teacher I	SHIELDED METAL ARC WELDING
19	Teacher I	ANIMATION/TECHNICAL DRAFTING
20	Teacher II	SCIENCE
21	Teacher II	MATH
22	Teacher I	SHIELDED METAL ARC WELDING
23	Teacher I	CARPENTRY
24	Teacher I	BREAD & PASTRY PRODUCTION
25	Teacher I	CARPENTRY
26	Teacher I	COOKERY
27	Teacher II	COOKERY