



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

February 10, 2020

DIVISION MEMORANDUM
 OSDS-OASDS-DM- 59 S. 2020

**SELECTION AND RECRUITMENT OF ELEMENTARY AND SECONDARY SCHOOL TEACHERS FOR
 TEACHER 1 POSITION (School Year 2020-2021)**

RELEASED

DepEd, Division of Catanduanes
 RECORDS SECTION
 Date: FEB 11 2020
 Time: 8:25
 Initial/Signature: _____

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. 7 s, 2015 entitled Hiring Guidelines for Teacher 1 Positions Effective School Year (SY) 2015-2016, the selection and recruitment of Teacher 1 applicants for SY 2020-2021 is scheduled on the following dates:

Activities	Date
Filing of Application to the School Screening Committee	February 11 to February 20, 2020
Submission of List of applicants with corresponding documents from School to SDO – Asst. Schools Division Superintendent Office	February 21, 2020
Orientation of Teacher Applicants (Division Office Hall A)	February 18, 2020 (8:00 AM - Elementary & Junior High School) (1:00 PM - Senior High School)
Evaluation of documents by the Division Selection Committee	February 17 to March 2, 2020
Interview, Demo - teaching and Specialized skills validation at SDO Conference Hall A	March 3, 2019 to March 27, 2020
Review and Finalization of Registry of Qualified Applicants (RQA)	April 10 to April 22, 2020
Submission of RQA to the Schools Division Superintendent for signing and approval	April 25 to April 29, 2020
Posting of RQA	April 30 to May 6, 2020

- 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.

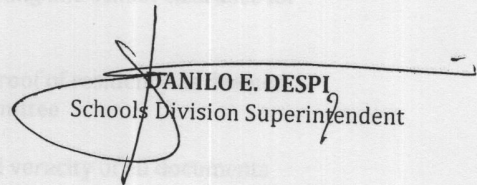
3. All applicants are required to submit the following documents to the School Selection Committee; to wit:
 - a. Letter of Intent
 - b. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture
 - c. Certified photocopy of PRC professional identification card or PRC Certification showing 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. 1.
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 2019-2020 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, school heads shall submit transmittal with the list of applicants by learning area or major.
9. Elementary and secondary school heads are required to submit the composition and 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 February 14, 2020.
10. An orientation of the Division Selection Committee / Sub-Committee shall be held on February 13, 2020 at 1:00 PM.
11. The cut - off score for inclusion in the RQA is seventy (70) points. There will be a separate RQA for Kindergarten and SPED.

12. 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
	Nelson T. Sicio , Education Program Supervisor	Gina B. Pantino , Education Program Supervisor
	Cynthia T. Soneja , EPS, including SPED Applicants	Jezrahel T. Omatdo , Education Program Supervisor
	Jose Ruben Tria , SP, President - PESPA	Fidel A. Vegim (CASSH President)
	Dr. Emmanuel Guerrero (DFPTA President)	Dr. Emmanuel Guerrero (DFPTA President)
	Jose D. Bonifacio (ACT Rep)	Glen O. Valledor (ACT Rep)

13. The Division 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.
14. Travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
15. Immediate and wide dissemination of this Memorandum is desired.


DANILO E. DESPI
 Schools Division Superintendent

Encl.:

References:

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

MTD/ DM 2020 SELECTION AND RECRUITMENT OF ELEMENTARY AND SECONDARY SCHOOL TEACHERS FOR TEACHER 1 POSITION
 SCHOOL YEAR 2020-2021
 0002/ February 10, 2020



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Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF CATANDUANES

Office of the Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 59 s., 2020

CERTIFICATION

To Whom it May Concern:

This is to certify that the School Screening Committee of

 (School)

_____, 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 _____, 2020 at _____
 (Address of the School)

_____, Philippines.

SCHOOL SCREENING COMMITTEE

 Member

 Member

 Member

 Member

 School Head/Chairman

