



Republic of the Philippines
 Department of Education
 Region V(Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes

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January 25, 2016

RELEASED
 Schools Division Office of Catanduanes
RECORDS SECTION
 Date JAN 25 2016
 Time 3:48 pm
 By: [Signature]

DIVISION MEMORANDUM
 No. 6, s. 2016

SELECTION AND RECRUITMENT OF TEACHER I APPLICANTS (ELEMENTARY & SECONDARY) FOR SCHOOL YEAR 2016-2017

To : OIC, Asst. Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary & Secondary School Heads

1. In accordance with DepEd Order No. 7, s.2015 entitled Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016, the selection and recruitment of Teacher I applicants for School Year 2016-2017 is scheduled on the following dates:

| Activities | Date |
|--|---------------------------|
| Filing of Application to School Screening Committee | February 1-March 31, 2016 |
| Submission of List of Applicants with corresponding documents from School to Schools Division Office-Office of the Asst. Schools Division Superintendent | April 4-6, 2016 |
| Evaluation of documents by the Division Selection Committee | April 7-22, 2016 |
| Interview and Demo-Teaching at the Schools Division Office | April 25-May 20, 2016 |
| Administration of English Proficiency Test at Virac Pilot Elementary School | (to be announced later) |
| Finalization of Registry of Qualified Applicants (RQA) | May 23-27, 2016 |
| Submission of RQA to the Schools Division Superintendent for approval | May 30, 2016 |

2. An applicant 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. In the submission of application requirements, this applicant number must be indicated.

3. An applicant shall submit to the head of elementary or secondary school a written application, with an Applicant Number indicated, supported by the following documents:

- CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
- 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
- Certified photocopy of ratings obtained in the License Examination for Teachers/Professional Board Examination for Teachers
- Certified copy of transcript of records
- Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability
- Certificates of specialized trainings, if any
- Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the Screening Committee
- NBI Clearance
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

4. The applicant assumes 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 the applicant from the selection process.

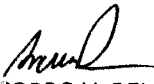
5. Old applicants who want to retrieve their documents/folder may see the Office of the Asst. Schools Division Superintendent.

6. All teacher-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.

7. The cut-off score for inclusion in the RQA is seventy (70) points.
8. The following composition of the Division Selection Committee is expected to strictly adhere to the hiring guidelines:

| POSITION/S | DIVISION SELECTION COMMITTEE | |
|------------|--|---|
| | Elementary | Secondary |
| Chairman | Bernie C. Despabiladero OIC, Asst. Schools Division Superintendent | Bernie C. Despabiladero OIC, Asst. Schools Division Superintendent |
| Members | Nelson T. Sicio, Education Program Supervisor Ma. Gina M. Templonuevo, Education Program Supervisor Rosa T. Tusi, Education Program Supervisor Ruben Jose Tria, School Principal I, President - PESPA Joselito DC. Urgel, President-Division PTA Federation Jose D. Bonifacio, President- Alliance of Concerned Teachers Cynthia T. Soneja, EPS (in the evaluation of SPED applicants) | Romel G. Petajen, Education Program Supervisor Gina B. Pantino, Education Program Supervisor Jezrahel T. Omadto, Education Program Supervisor Fidel A. Vegim, School Principal II, Vice President - CASSH Joselito DC. Urgel, President-Division PTA Federation Jose D. Bonifacio, President- Alliance of Concerned Teachers |

9. All expenses in relation to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
10. For immediate dissemination, information, guidance and strict compliance.


 SOCORRO V. DELA ROSA
 Schools Division Superintendent