



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



**DIVISION MEMORANDUM**  
No. 39, s. 2015

RECEIVED  
April 7, 2015  
Division Office of Catanduanes

RECORDS SECTION

Date APR 07 2015

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**ADDITIONAL CLARIFICATIONS ON REVISED HIRING GUIDELINES FOR  
TEACHER I POSITIONS FOR PUBLIC ELEMENTARY AND SECONDARY  
SCHOOLS FOR SY 2015-2016, PURSUANT TO DEPED ORDER NO. 7, S. 2015**

To: OIC-Asst. Schools Division Superintendent  
Education Program Supervisors and Coordinators  
Public Schools District Supervisors  
Members of School Screening Committees

Pursuant to the New Hiring Guidelines set forth under DepED Order No. 7, s. 2015 and considering that this Division had already started with the screening process for all Teacher I Applicants based on the guidelines set forth under DepED Order No. 14, s. 2014, the following adjustments will be observed in the continuation of the screening process and the preparation of the Registry of Qualified Applicants(RQA):

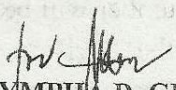
1. The Registry of Qualified Applicants (RQA) will consist of the official list of applicants who obtained an overall score of seventy (70) points and above based on the criteria set and as a result of the evaluation and selection processes;
2. All applicants shall register to the Department's online system at [application.deped.gov.ph](http://application.deped.gov.ph), where they may encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, an Applicant Number will be issued, after which they shall submit their Applicant Number to the Division Office. The HR's e-mail address assigned for the Division of Catanduanes is [marichelle.llave@deped.gov.ph](mailto:marichelle.llave@deped.gov.ph), where the system will forward the applications;
3. The School Screening Committees shall ensure that the updated lists of vacancies are regularly posted at conspicuous places and at the websites of schools and teacher education training institutions at all times. The step-by-step procedure in applying for Teacher I positions, including a copy of DepED Order No. 7, s. 2015, must be posted as well;
4. The CSO representative shall now be replaced by Division Level President of the Parent-Teacher Association (PTA) as member of the Division Selection Committee;
5. The following shall be added as new members of the Division Selection Committee:
  - a. Authorized representative of an accredited teacher's union

- b. SPED Division Coordinator, in the evaluation of SPED elementary and secondary applicants;
- c. Division Multi-grade Coordinator, in the evaluation of Multi-grade school applicants

6. Applicants shall be evaluated using the following criteria:

CRITERIA	POINTS
a. Education	20
b. Teaching Experience	15
c. LET/PBET Rating	15
d. Specialized Training and Skills	10
e. Interview	10
f. Demonstration Teaching	15
g. Communication Skills	15
<b>TOTAL</b>	<b>100</b>

- 7. Compendium of written outputs will no longer be rated. Concerned School Heads should inform their respective Teacher I applicants that they can now get back their submitted Compendium from the Division Office;
- 8. Specialized training for skills development in fields related to the work, duties, and functions of the Teacher I position to be filled shall be given a maximum of 10 points. In the assignment of points, the following should be met:
  - a. Presentation of a certificate of at least ten (10) days' training- 5 points or nothing
  - b. Demonstration of the skill- 5 points or nothing
- 9. Applicants who qualified under **8.a** based on the submitted documents will be informed in writing by the Division Selection Committee about the schedule of their demonstration of the skill;
- 10. Considering the change in the assignment of points for LET/PBET Rating and Demonstration Teaching, a corresponding adjustment in the transmutation shall be made by the Division Selection Committee;
- 11. The English Proficiency Test shall be held as originally scheduled(April 13, 2015).
- 12. For guidance and widest dissemination.

  
**NYMPHA D. GUEMO**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge

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

RECRUITMENT  
 TEACHERS

HIRING  
 POLICY

APPOINTMENT