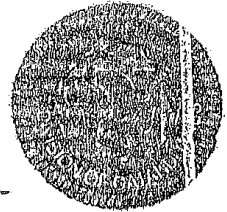


Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



April 3, 2014

DIVISION MEMORANDUM
No. 25, s. 2014

**ADDENDUM TO DIVISION MEMORANDUM NO. 129, S. 2013 ON REVISED HIRING
GUIDELINES FOR TEACHER I POSITIONS FOR PUBLIC ELEMENTARY AND
SECONDARY SCHOOLS FOR SY 2014-2015**

To: OIC-Asst. Schools Division Superintendent
Education Program Supervisors and Coordinators
Public Schools District Supervisors
Members Division Selection Sub-Committees

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

1. All folders of Teacher I applicants, including the Summary Results of Evaluation, should be submitted by the Chairmen of all Division Selection Sub-Committees to the Division Office c/o ASDS Office;
2. A representative from the Civil Society Organization (CSO) will be included in the Division Selection Committee, both in Elementary and Secondary;
3. Considering the bulk of work given to the Division Selection Committees, all retiring Public Schools District Supervisors who are required to report to the Division Office starting April 7, 2014 will assist the Division Selection Committees in the continuation of the Evaluation and review of documents based on the new hiring guidelines;
4. Results of the evaluation of applicants made by the Division Selection Sub-Committees will be retained in the following areas:
 - a. LET/PBET Rating
 - b. Practice Teaching
 - c. Specialized Training and Skills
 - d. Interview
 - e. Demonstration Teaching
5. The Division Selection Committees shall, in accordance with the new guidelines, review and adjust the results under the following areas:
 - a. Education
 - b. Teaching experience
 - c. Field Study
6. In the review of evaluation results, attention of the Division Selection Committees is also invited to the new provisions on PRIORITY applicants and the ADDITIONAL requirements for Kindergarten and SPED applicants;


7. The Division Selection Committees shall administer the English Proficiency Test (EPT);

8. The Official in charge of Personnel actions, who shall be assisted by designated retiring P'SDSs and Division Personnel, shall provide secretariat services and maintain records of proceedings or deliberations;

9. The RQA for Kindergarten, Elementary, and Secondary shall be signed by all respective members of the committees; and

10. Chairman of both the Elementary and Secondary Selection Committees shall submit the RQAs to the Schools Division Superintendent for approval.

For widest dissemination and strict compliance.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent

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

RECRUITMENT
TEACHERS

HIRING
POLICY

APPOINTMENT