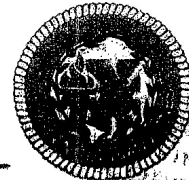




Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



Division of Catanduanes  
ORDS SECTION  
Date: DEC 22 2014  
Time: 8:00 AM

December 22, 2014

**DIVISION MEMORANDUM**  
No. 137 s, 2014

**HIRING GUIDELINES FOR TEACHER I POSITIONS IN PUBLIC ELEMENTARY AND  
SECONDARY SCHOOLS FOR 2015-2016**

**TO :** Education Supervisors  
Division Coordinators  
Public Schools District Supervisors/Coordinating Principals  
Heads of Public Elementary and Secondary Schools

1. Effective **School Year 2015-2016**, hiring of new teachers shall be in compliance with DepEd Order No. 14, s. 2014 and subsequent issuance related to the same subject.
2. To facilitate the selection process, the following schedule shall be strictly observed:

<b>Responsible Committee</b>	<b>Activity</b>	<b>Time Frame</b>
A. School Screening Committee	<ul style="list-style-type: none"><li>• Posts announcement of this guidelines at the school including step-by-step procedure and a copy of DepEd Order No. 14, s. 2014 and subsequent issuance</li><li>• Receives and verifies completeness and authenticity of documents</li><li>• Submits list of applicants with the corresponding documents to the Office of the Division Selection Committee (<i>SDS Conference Room</i>)</li></ul>	<ul style="list-style-type: none"><li>• January 5-23, 2014</li><li>• January 26, 2014</li></ul>
B. Division Selection Committee	<ul style="list-style-type: none"><li>• Receives and verifies list of applicants with the corresponding documents from the School Screening Committee</li><li>• Evaluates documents based on set Criteria</li><li>• Conducts interview</li><li>• Observes and rates the demonstration teaching of applicants</li></ul>	<ul style="list-style-type: none"><li>• January 26-30, 2014</li><li>• February 2-12, 2014</li><li>• February 16-27, 2014</li><li>• March 3-13, 2014</li></ul>

	<ul style="list-style-type: none"> <li>• Administers the English Proficiency test</li> <li>• Reviews and consolidates results of individual ratings of applicants</li> <li>• Submits the complete results of the evaluation of applicants, including pertinent records of deliberations to the SDS for approval</li> <li>• Prepare the Registry of Qualified Applicants for Kindergarten, Elementary and Secondary SY 2015-2016</li> </ul>	<ul style="list-style-type: none"> <li>• March 14, 2014 (VPES)</li> <li>• March 16-20, 2014</li> <li>• March 31, 2014</li> <li>• April 8, 2014</li> </ul>
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3. Composition of the School Selection Committee shall be submitted to the Office of the Schools Division Superintendent on January 5, 2014 for proper designation. Designation of the members of the Division Selection Committee to perform specific functions shall be issued in a separate Memorandum.
4. 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:*

**APPOINTMENT  
CHANGE**

**EMPLOYMENT  
POLICY**

**REAPPOINTMENT  
TEACHERS**