



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



June 4, 2015

DIVISION MEMORANDUM
No. 58 s. 2015

DEPED
Division Office of Catanduanes
RECORDS SECTION
Date: JUN 04 2015
Time: 8:00 AM
By:

HIRING GUIDELINES FOR THE REMAINING TEACHING POSITIONS
EFFECTIVE SY 2015- 2016

To : Asst. Schools Division Superintendent
Chiefs
Education Program Supervisors -1
Public Schools District Supervisors
Elementary & Secondary School Heads

1. Pursuant to DepEd Order No. 22 s. 2015 re: Hiring Guidelines for the **Remaining Teaching Positions** effective SY 2015- 16, which covers applicants **who were not included in the initial Registry of Qualified Applicants (RQA) and new applicants** , the following activities shall be observed:

A. For those who have previously undergone the SY 2015-16 evaluation process (per DO 7, 2015) but were not included in the initial RQA

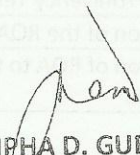
ACTIVITIES	DATE	PLACE
Submission of additional documents / Updating of points	June 4 - 15, 2015	SDO - Curriculum Implementation Division

B. For the NEW APPLICANTS

ACTIVITIES	DATE	PLACE
Submission of Documents to the Division Committee	June 4 - 15, 2015	SDO – Curriculum Implementation Division
Evaluation of Documents by the Division Committee	June 15-17, 2015	SDO- Curriculum Implementation Division
Interview and Demonstration Teaching	June 18- 24, 2015	Schools
English Proficiency Test (EPT)	To be announced later	
Finalization of the RQA	June 25-26, 2015	SDO
Submission of RQA to the Office of the SDS	June 29, 2015	SDO

- New applicants shall register to the Department's online system at application.deped.gov.ph, where they must encode personal data Sheet and select the division where they want to be ranked. Once submitted, a Unique Applicant Number will be issued.
- The RQA (per DO 22, s. 1015) shall be used in filling-up the remaining teacher vacancies **only after having implemented the RQA (per DO No. 7, s. 2015) and there are still vacant Teacher I position left.**

4. The cut – off score for inclusion in the RQA is still **seventy (70) points.**
5. The English Proficiency Test (EPT) shall be administered to the applicants by the **National Education Testing and Research Center (NETRC).** The papers are checked by that Office and results are just forwarded to the Schools Division Office (SDO) thru the SDO Testing Coordinator. .
6. The RQA should 1) publish applicant's names in alphabetical order , 2) show both the results of each criterion and the final overall rating, 3) only include those who have obtained total scores of seventy (70) points and above, 4) indicate the date of posting and 5) be signed by the SDS.
7. As a general rule (DO No. 7 s. 2015 & Do. No. 22 s. 2015) only applicants listed in the RQA are eligible for hiring and appointment, with priority given to bona fide residents of the barangay, municipality, city or province (in the order aforestated) where the school is located. In cases where the number of qualified applicants from the barangay is greater than the number of available Teacher I items, priority in hiring shall be given to applicants from the barangay according to their overall rating in the RQA from highest to lowest. The same rule shall apply in the appointment of applicants from the municipality, city and province.
8. Subject area specialization of the qualified applicants shall be the primary consideration in the secondary level. Thus, the applicant to be appointed should have the subject- area specialization needed by the school.
9. The Order of utilizing RQAs shall be as follows :
 1. RQA in accordance with DO 7 s. 2015
 2. RQA in accordance with DO 22 s. 2015
 3. RQA of neighboring SDOs
10. The members of the division selection committee shall observe strictly the guidelines stipulated in DepEd Order No. 7, s 2015 for this particular selection and evaluation.
11. For information, guidance and compliance of all concerned.


NYMPHA D. GUEMO
 Asst. Schools Division Superintendent
 Officer In- Charge