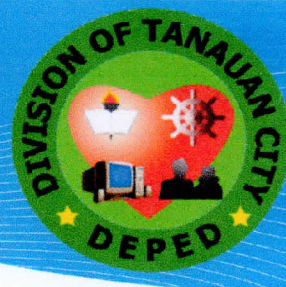


Department of Education **DIVISION OF TANAUAN CITY**



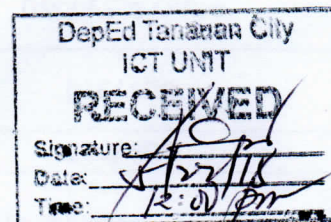
May 21, 2018

UNNUMBERED MEMORANDUM

No. 150 s. 2018

To: OIC-ASDS
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

From : EDNA FAURA – AGUSTIN
 OFFICER-IN-CHARGE
 SCHOOLS DIVISION SUPERINTENDENT



SUBJECT : SELECTION AND RECRUITMENT OF THE REMAINING PUBLIC K TO 10 TEACHING POSITIONS FOR 2018-2019

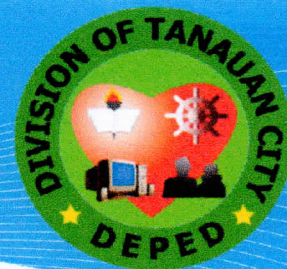
DATE : MAY 21, 2018

To augment the need of qualified applicants in this City Division with great teaching requirements, all schools are enjoined to abide with the Guidelines on Recruitment, Selection, Evaluation and Ranking of Teacher 1 applicants stipulated in DepEd Order No. 22, s. 2015, re: Hiring Guidelines for the Remaining Teaching Positions Effective School Year (SY) 2018-2019.

Applicants who have previously undergone the SY 2018 -2019 evaluation process (per DO 7, s. 2015) but were not included in the initial Registry of Qualified Applicants (RQA) shall be covered by these guidelines. These applicants shall no longer undergo the entire evaluation process again; only the recalibration of points in accordance with the modified points system set in the said guidelines shall be done. They may submit directly to the HR Office their remaining certificate of employment or proof of their experience and certificate of participation for their trainings attended on June 4, 2018.

Date/ Time	Activities	Person/ Committee Responsible/ Venue
June 1, 2018	Submission and validation of pertinent document of Teacher 1 applicants	Qualified Applicants/ School Selection Committee/ Respective Schools
June 4, 2018	Submission to the Division Selection Committee (HR Office) one (1) folder for each teacher- applicant	School Selection Committee

Department of Education DIVISION OF TANAUAN CITY



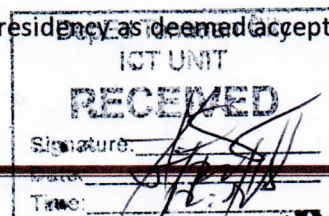
June 7-8, 2018	Open Ranking of Applicants Simultaneous Demonstration and Interview, ICT Examination of applicants	Elementary –Bernardo Lirio MCS Secondary- Bernardo Lirio MNHS
June 9, 2018	Administration of English Proficiency Test (Tentative Schedule)	Tanauan South Conference Center/ DSC
June 11-14, 2018	Preparation of the Initial Rank list of Applicants (Kindergarten, Elementary, Secondary)	DSC/ ASDS Office
June 15, 2018	Review, Deliberation, Finalization of Division RQA	DSC/ ASDS Office
June 18, 2018	Submission of RQA to SDS for Approval	DSC/ SDO
June 20, 2018	Posting of RQA	DSC/ SDO

In order to fast track, the dissemination of these hiring guidelines, all school heads are requested to relay the information to the stakeholders within their catchment area and provide a copy of this memorandum including the DO No. 22 s. 2015. Likewise, stakeholders are expected to inform all teacher- applicants within their locality.

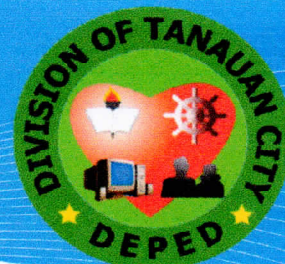
An applicant shall register to the Department's online system at application.deped.gov.ph where they must encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, an applicant number will be issued. In the submission of application requirements, this number must be indicated.

An applicant shall submit to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists, a written application, with the Applicant Number indicated, supported by the following documents:

- CSC Form 212 (revised 2017) in two (2) 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 Licensure Examination for Teachers (PBET)
- Certified photocopy 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 training, if any
- Certified copy of the Voter's ID and/ or any proof of residency as deemed acceptable by the School Screening Committee
- NBI Clearance



Department of Education DIVISION OF TANAUAN CITY



- i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicants

The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity (Item 4.i above). Any violation will automatically disqualify the applicant from the selection process.

As stipulated in DO No.7 s.2015 under Section 4.4.4, teachers who have not practiced their profession for the past five (5) years shall be required to take at least twelve (12) units of the education courses, consisting of at least six (6) units of pedagogy and six (6) units of content courses.

Old teacher-applicants may submit additional documents for updating/calibration.

Only those who obtained total score of seventy (70) points and above shall be included in the Registry of Qualified Applicants (RQA).

The prepared RQA shall be valid only for a period of one (1) School Year (SY).

The following composition of the Division Selection Committee is expected to strictly adhere to the hiring guideline:

	ELEMENTAR	SECONDARY
Chair	Shirley Caniete-Siman	Shirley Caniete-Siman
Co-Chair	Dr. Maximo L. Custodio, Jr.	Dr. Edna U. Mendoza
ICT Examiner	Marina L. Robert	Apolonia Landicho
Members	Zenaida G. Rivera	Emelda Delante
	Gertrudes Malabanan	Zita Tolentino
	Ma. Teresa Urayan	Adelio Balbin
	Sofia Abril	Dr. Victoria B. Burgos
	Rodel Castillo	Merlita Trinidad
	Emma Mendoza	Emma Mendoza
Secretariat	Nenette C. Sumague	Nenette C. Sumague

All expenses in relation to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

For immediate dissemination, information, guidance and strict compliance.

