



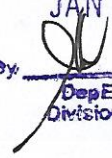
Department of Education
Region III
DIVISION OF ANGELES CITY

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RELEASED

JAN 24 2018

By: 
DepED Angeles City
Division of City Schools

January 23, 2018

DIVISION MEMORANDUM
No. 47 S 2018

**RECRUITMENT, SELECTION AND HIRING OF QUALIFIED TEACHER-
APPLICANTS FOR SCHOOL YEAR 2018 – 2019**

**TO: OIC-Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads/OICs
Unit Heads and All other concerned**

1. Pursuant to DepEd Order No. 07, S. 2015 entitled "HIRING GUIDELINES FOR TEACHER 1 POSITIONS EFFECTIVE SY 2015-2016" for Kindergarten, Elementary, & Junior High School (JHS) and DepED Order No.3, S. 2016 for Senior High School (SHS), this Division issues the schedule of the Recruitment process for SY 2018-19.

2. Schedule of the Recruitment, Selection and Hiring Process for SY 2018-2019 is as follows:

DATE	ACTIVITIES
Jan. 3 – February 28, 2018	✓ Start of Recruitment Process
	✓ Announcement and Acceptance of Applications by School Heads/OICs
	✓ Verification and Validation of documents by School Screening Committee
March 1-2, 2018	Submission of List of Applicants with all the supporting documents to Division Selection Committee.
March 5-8, 2018	Evaluation of Documents by the Division Selection Committee.
March 9, 2018	Orientation of Teacher-Applicants (Gabaldon Bldg. @ 3PM-Kindly inform the teacher-applicant)
March 19-23, 2018	Skills Test and Demonstration Teaching and Interview Venue: Angeles City Senior High School, Francisco G. Nepomuceno Memorial High

	School and Angeles E/S
To be announced	Administration of English Proficiency Test Venue: To be announced
April 2 – 30, 2018	✓ Preparation of Registry of Qualified Applicants (RQA)
	✓ Submission of RQA to SDS for approval
	✓ Posting of RQA
	✓ Submission of RQA to LGU, DepED RO3
	✓ Start of Hiring of New Teachers

3. The composition of the Selection Committee is as follows:

a) *School Screening Committee* (Please refer to DepED Order No. 7, S. 2015 & DepED Order No. 3, S. 2016)

b) *Division Selection Committee (Elementary Level)*

Chair: Maria Celina L. Vega, OIC-ASDS

Members: Lyn V. Lansangan, Chief, SGOD
Reynaldo Cabrera, EPS -CID
Emily Sarmiento, EPS-CID
Emelita Gomez PESPA President
Representative, CSO (Mr. Manuel Luis V. Dueñas)
PTA Federation President
• SPED Division Coordinator (for SPED Applicants)

c) *Division Selection Committee (Junior High School Level)*

Chair: Maria Celina L. Vega, OIC-ASDS

Members: CID Chief
Ramil Dacanay, EPS - CID
Esperanza Malang, EPS - CID
Estrelita D. Lecaros, PSSPA President
Representative, CSO (Dr. Glorifina C. Bendaña)
PTA Federation Vice-President
• SPED Division Coordinator for SPED Applicants

d) *Division Selection Committee (Senior High School Level)*

Chair: Maria Celina L. Vega, OIC-ASDS

Members: Lourdes G. Dela Cruz, EPS /SHS Division Coordinator
Estrelita D. Lecaros, PSSPA President-A. C. Chapter
Patricio Francisco B. Sayson, ACPUSTA Vice-President-Sec.
(Representative, Recognized Teachers' Assn.)
Process Observer, DepED RO3
Ronald P. Balatbat – Head, Secretariat

(Note: All Education Program Supervisors who attended the Behavioral Event Interview (BEI) Orientation will be involved in the interview)

4. Enclosure No. 1 is the Format for the List of Applicants – Kinder, Elem., JHS
5. Enclosure No. 2 is the Format for the List of SHS Teacher-Applicants
6. A) The Checklist of Supporting Documents to be submitted by the Kindergarten, Elementary and Junior High School Applicants:
 - a.1. CSC Form 212 (Revised 2005) in two (2) copies with the latest 2 x 2 ID picture.
 - b.2. 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.
 - c.3. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET). Professional Board Examination for Teachers (PBET).
 - d.4. Certified copy of Transcript of Records (TOR) and General Weighted Average (GWA)
 - e.5. 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.
 - f.6. Certificates of specialized training, if any
 - g.7. Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the School Screening Committee.
 - h.8. NBI Clearance
 - i.9. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.

B) All Senior High School (SHS) Applicants shall submit to the school head of the SHS (either stand alone SHS or complete secondary school) a written application, supported by the following documents:

	Applicants for Permanent Positions	Applicants for Part-Time Positions
Mandatory requirements	<ul style="list-style-type: none"> • Letter of intent which shall indicate the following information: <ol style="list-style-type: none"> a. Statement of purpose/expression of interest b. Subject group he/she intends to teach c. Preferred school(s), if any • CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture • Certified photocopy of certificates of relevant specialized trainings, if any • Certified copy of Voter's ID and/or any proof of residency • National Bureau of Investigation (NBI) clearance • Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant 	
Additional requirements	<ul style="list-style-type: none"> • Certified photocopy of Diploma on Bachelor's degree • Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject • Certified photocopy of Professional Regulation Commission (PRC), 	<ul style="list-style-type: none"> • Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit.

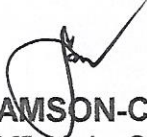

Additional requirements	Professional ID card/ certificate of registration / license <ul style="list-style-type: none"> • Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET) 	
Additional requirements for TVL teacher-applicants	<ul style="list-style-type: none"> • Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses) • Certified photocopy of Trainers Methodology Certificate (TMC), if available 	
Additional requirement for Arts and Design and Sports Tracks teacher-applicants	<ul style="list-style-type: none"> • Certified photocopy of Certification of Proficiency/ Recognition from recognized and respectable relevant associations/guild. 	
Additional requirement for HEI/TVI faculty	<ul style="list-style-type: none"> • Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI 	

C) Documents must be compiled in a folder fastened either at the top or on the side, following the color coding below:

RED - KINDERGARTEN
GREEN - ELEMENTARY
BLUE - JUNIOR HIGH SCHOOL
YELLOW - SENIOR HIGH SCHOOL

7. All School Heads/OICs are enjoined to announce the acceptance of application for teaching positions in this Division. They are directed to advise all applicants to read DepED Order No. 7, S. 2015 & DepED Order No. 3, S. 2016.

8. Immediate dissemination of the contents of this memorandum is earnestly desired.


LEILANI SAMSON-CUNANAN, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent


Enclosures
As stated.