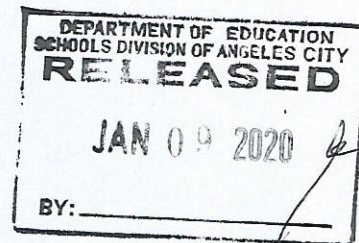




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY



January 8, 2020

DIVISION MEMORANDUM
No. 09 S 2020

**RECRUITMENT, SELECTION AND HIRING OF QUALIFIED TEACHER-APPLICANTS FOR
SCHOOL YEAR 2020 – 2021**

To : 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 2020-2021.

2. Schedule of the Recruitment, Selection and Hiring Process for SY 2020-2021 is as follows:

DATE	ACTIVITIES
Jan. 8 – February 14, 2020	✓ Start of Recruitment Process
	✓ Announcement and Acceptance of Applications by School Heads/OICs
	✓ Verification and Validation of documents by School Screening Committee
February 17-18, 2020	Submission of List of Applicants with all the supporting documents to Division Selection Committee.
February 19, 2020 10:00 AM	Meeting of Division Selection Committee 10:00 AM at Learning and Development Room
February 20-21, 2020	Evaluation of Documents by the Division Selection Committee.
February 26, 2020 3:00 PM	Orientation of Teacher-Applicants (Venue to be announced)



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March 7, 2020 (Tentative Date)	Administration of English Proficiency Test Venue: To be announced
March 10-13, 2020	Skills Test and Demonstration Teaching and Interview Venue: Angeles City Senior High School, Francisco G. Nepomuceno Memorial High School and Angeles E/S
March 16-27, 2020	✓ Preparation of Registry of Qualified Applicants (RQA) ✓ Submission of RQA to SDS for approval
April 2020 to May 2020	✓ 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)

Chairman: Maria Celina L. Vega, CESE, ASDS
Co-Chairman: Ana Merla Magtoto, PSDS
Members: Reynaldo Cabrera, EPS - Kindergarten
Emily Sarmiento, EPS - LRMS
Joel Masangkay, PESPA President
Hazel A. Carbungco, Administrative Officer IV (HRMO)
Representative, CSO (Mr. Manuel Luis V. Dueñas)
PTA Federation VicePresident
• SPED Division Coordinator (for SPED Applicants)

c) Division Selection Committee (Junior High School Level)

Chairman: Maria Celina L. Vega, CESE, ASDS
Co-Chairman: Rochella David, EPS, Filipino
Members: Ramil Dacanay, EPS – Araling Panlipunan
Esperanza Malang, EPS - Mathematics
Elmer S. Dayrit, PSSPA President
Hazel A. Carbungco – AO IV (HRMO)



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Representative, CSO (Dr. Glorifina C. Bendaña)
PTA Federation -President
• SPED Division Coordinator for SPED Applicants

d) Division Selection Committee (Senior High School Level)

Chairman: Maria Celina L. Vega, CESE, ASDS
Co-Chairman: Amando C. Yutuc, PSDS
Members: Gemima A. Estrabillo, EPS
Patricio Francisco B. Sayson, ACPUSTA President
Process Observer, DepED RO3
Hazel A. Carbungco – AO IV (HRMO)

e) Division Selection Committee (Indigenous People Education)

Chairman: Maria Celina L. Vega, CESE, ASDS
Co-Chairman: Orlene Santos, PSDS
Members: Ramil Dacanay, EPS - Araling Panlipunan
Agnes G. Manabat, PSDS

(**Note:** All Education Program Supervisors who attended the Behavioral Event Interview (BEI) Orientation and selected School Heads and Master Teachers will be involved in the interview and observation of Demonstration, Teaching and Skills.)

4. Enclosure No. 1 is the Format for the List of Applicants – Elem and 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 2017) in two (2) copies with the latest 2 x 2 ID picture.
 - a.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.
 - a.3. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET). Professional Board Examination for Teachers (PBET).
 - a.4. Certified copy of Transcript of Records (TOR) and General Weighted Average (GWA)
 - a.5. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must



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- submit a justification citing the reason/s for unavailability.
- a.6. Certificates of specialized training, if any
 - a.7. Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the School Screening Committee.
 - a.8. NBI Clearance
 - a.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:<ul style="list-style-type: none">a. Statement of purpose/expression of interestb. Subject group he/she intends to teachc. Preferred school(s), if any• CSC Form 212, Revised 2017 (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	



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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), Professional ID card/ certificate of registration / license• Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)	<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		
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



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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. Expenses to be incurred during this activity will be charged against Division MOOE funds subject to usual accounting and auditing rules and regulations.
9. Immediate dissemination of the contents of this memorandum is earnestly desired.

MA. IRELYN P. TAMAYO, Ph.D., CESE
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosures
As stated.

jgg/aaidevi/asds



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Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Puliang bulid, Angeles City
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LIST OF TEACHER APPLICANTS

LEVEL (ELEMENTARY/SECONDARY) _____ MAJOR _____

For Secondary) _____

SCHOOL:

[illegible]

SUBMITTED: SCHOOL SCREENING COMMITTEE

Chairman

Member

Member

Member

Member

