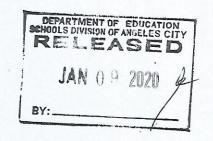


Department of Education REGION III

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)



Address: Jesus Street, Pulungbulu, Angeles City Telephone No. (045) 322-4101

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CN 2222 - 008







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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

- The composition of the Selection Committee is as follows: 3.
 - 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 Meria Magtoto, PSDS

Members:

Reynaldo Cabrera, EPS - Kindergarten

Emily Sarmiento, EPS - LRMDS Joel Masangkay, PESPA President

Hazel A. Carbungco, Adminstrative 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) <u>Division Selection Committee (Senior High School Level)</u>

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 Position
Mandatory requirements	Letter of intent which shall indicate the following information: 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 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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SCHOOLS DIVISION OF ANGELES CITY

Additional requirements Additional requirements	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)	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 for TVL teacherapplicants	Technical Education and Skills Dev National Certificate (NC) of at least course to be taught in subject to be SMAW to teach SMAW-NC-II) or s NC level higher. Exceptions are gi courses with no National Certificate Certified photocopy of Trainers Met if available	t one level higher than be taught (e.g. NC-III in same level if there is no ven to applicants for es (e.g. Handicraft courses)
Additional requirement for Arts and Design and Sports Tracks teacherapplicants	Certified photocopy of Certification of and respectable relevant associations/g	f Proficiency/Recognition from recognized guild.
Additional requirement for HEI/TVI faculty	Certified photocopy of Certification from HEI/TVI	of Status of Employment/Service Record

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











Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City



Jesus Street, Pulong bulu, Angeles City Tel No. (045) 322-5722, 322-4702/Fax. (045) 322-4106

LIST OF TEACHER APPLICANTS

LEVEL (ELEMENTARY/SECONDARY)

MAJOR:

For Secondary) _

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Chairman

Member

Member

Member

Member



Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City



Jesus Street, Pullung bulu, Angeles City
Tel. No. (045) 322-5722; 322-4702/Fax: (045) 322-4106

LIST OF SHS TEACHER APPLICANTS

SHS SUBJECT GROUP/STRAND:								
NAME	ADDRESS	CELPHONE NO.	EDUCATION	TEACHING EXPERIÊNCE	SPECIALIZED TRAINING	INTERVIEW	TOTAL	REMARKS COMPLETE /
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SUBMITTED: SCHOOL SCREENING COMMITTEE

Chairman

Member

Member

Member