



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region XI
 Division of Digos City



Office of the Schools Division
 Superintendent

Telefax: (082) 553 – 8396; 553-8376

Division Memorandum
 No. 308, s. 2016

To: Division Chiefs *for E. Hugo*
 Education Program Supervisors
 Public Schools District Supervisor
 Elementary and Secondary School Heads

Schools Division of Digos

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 Date: JUN 21 2016 Time: 1:49
 By: *[Signature]*

From: *[Signature]*
 DEE D. SILVA, DPA, CESO VI
 Schools Division Superintendent

Subject: Second Round of the Selection Process for the Senior High School Teaching Positions for SY 2016-2017

Date: June 21, 2016

- The field is hereby informed of the conduct of the second round of the selection process for the remaining Senior High School teaching positions for SY 2016-2017.
- The existing School Screening Committees and Division Selection Committee shall perform their respective functions stipulated in DO No. 3, s. 2016.
- Teacher applicants shall submit to the Schools Division Office or the school head of the SHS 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"> Statement of purpose/expression of interest Subject group he/she intends to teach preferred school(s), if any CSC form 212, Revised 2005 (Personal Data Sheet) in two copies with the latest 2 x 2 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) professional 	<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.

	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 Skill Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught or same level if there is no NC level higher. • Certified photocopy of Trainers Methodology Certificate (TMC), if available 	
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 	

Old applicants for the Senior High School shall likewise submit their updated pertinent documents for the second round of the selection process.

4. The following timelines of activities of the selection process shall be followed:

Date	Activities
June 30, 2016	Deadline for submission of Pertinent Papers of applicants to the schools
July 4-6, 2016	Verification of documents as to completeness, veracity, accuracy and authenticity by the School Screening Committee
July 7, 2016	Deadline for submission of Pertinent Papers of applicants to the Division Office
July 8-12, 2016	Verification of documents as to completeness, veracity, accuracy and authenticity by Division Selection Committee and evaluation of applicants based on the criteria set for in the guidelines.
July 13-15, 2016	Interview of applicants (Division Office)
July 17, 2016	English Proficiency Test
July 18-20, 2016	Demonstration Teaching (Digos City National High School)
July 21-22, 2016	Finalization of RQA
July 25, 2016	Posting of RQA

5. The matrix of schedule for interview and demonstration teaching shall be posted when the list of applicants is available.

6. As per guidelines given in DO No. 3, s. 2016, Section V Application Process and Documentary Requirements, applicants shall register to the Department's online system at application.deped.gov.ph, where they must encode their Personal Data Sheet (PDS) and select the division(s) where they want to be ranked. In the submission of application requirements, the Unique Applicants Number (UAN), if available, shall be indicated.

7. For information, guidance and compliance.