



Republic of the Philippines
Department of Education
Region XI



Division Memorandum
No. 381, s. 2016

To: Chiefs, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads

From: *see*
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Subject: **Hiring/Selection Process of Teacher 1 Positions in Schools
Implementing Indigenous Peoples Education Effective School Year 2016-
2017**

Date: July 18, 2016

1. This is to inform the field of the conduct of the Selection/Hiring Process of Teacher 1 positions in Schools Implementing Indigenous Peoples Education effective School Year 2016-2017.
2. The created School Screening Committees and Division Selection Committee shall perform their respective functions as so outlined in DO No. 50, s.2016.
3. Applicants who already applied for the initial round of hiring as per DepEd Order No. 7, s. 2015 (and DepEd Order No. 22, s.2015, if necessary) for School Year 2016-2017, shall no longer resubmit their documentary requirements but may submit additional supporting documents to update their points. A new application letter shall also be submitted specifying the school they are applying to.
4. New 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. Once submitted, a Unique Applicant Number (UAN) will be issued.

DepEd Schools Division of Digo

RELEASED

Date: **JUL 25 2016** Time: **10:01 AM**

By: *[Signature]*

5. New applicants shall submit to the SDO or the school head of the elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists, a written application (preferably with the UAN indicated), supporting by the following documents:

- a. CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
- b. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, Licensure Examination for Teachers (LET) rating, and other information recorded in the PRC Office
- c. Certified copy of ratings obtained in the LET/Professional Board Examination for Teachers (PBET)
- d. Certified copy of Transcript of Records
- e. 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. Certificates of specialized training, if any
- g. Certified copy of the Voter's ID and/or proof of residency deemed acceptable by the School Screening Committee
- h. NBI Clearance
- i. For applicants who by ethnicity belong to an ICC/IP community, a certificate or any form of attestation from the IP elder(s)/leader(s) recognized by the community attesting that the applicant is a member of the IP community.
- j. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.

6. The Committee shall have the following compositions and functions:

6. a. School Screening Committee

6.a.1. Composition:

6.a.1.1. The Committee at the elementary level shall be chaired by the School Head with four(4) teachers as members. In the case of primary, incomplete elementary and multi-grade (MG) schools, the Committee shall be chaired by the cluster school head with four(4) teachers from the cluster schools as members.

Committee members shall be identified by the School Head using the abovementioned specifications. The School Head shall then transmit the Composition of the School Screening Committee to the Schools Division Superintendent for the issuance of a corresponding Designation Order.

6.a.2. Functions

a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places and at the websites of schools and teacher education training institutions at all times. The step-by-step procedure in applying for the Teacher 1 positions, including a copy of this Order, must also be posted.

b. Receives applications and documents.

c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents.

d. Issues a certification to each applicant that it has received the application specifying documents that have been submitted in support of the application.

i. The School Screening Committee shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents.

ii. Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee, albeit such submissions must be noted and marked by the Committee.

e. Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the Office of the School Head for records purposes.

Meanwhile, the **Division Selection Committee** shall perform the following functions as stipulated in DO 50, s.2016, paragraph 6.2.2.2, to wit:

a. Receives from the School Screening Committee the list of applicants with the corresponding documents.

b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.

c. Evaluates applicants on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines.

d. Reviews and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.

e. Prepares separate division-wide RQAs for Kindergarten, Elementary, and Secondary.

f. Sends to each applicant a written communication detailing the score he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair.

g. Secures list of its LGU-funded teachers from the office of the provincial governor, city/municipal mayor, or provincial/city/municipal administrator.

- h. Ensures that LGU-funded and volunteer teacher-applicants go through the application process as provided for in these guidelines.
- i. Recalibrates and/or updates the scores of previous applicants who have undergone the evaluation process per DepEd Order No.7, s. 2015 (and DepEd Order No. 22, s. 2015, if necessary) in accordance to the guidelines set in this Order.
- j. Submits the complete results of the evaluation of applicants including pertinent records of deliberations, to the SDS for approval.

7. The schedule for the English Proficiency Test (EPT) shall be announced and administered to the new applicants as soon as the number of applicant-takers be determined.

8. To be ready with the Registry of Qualified Applicants (RQA) by the last week of August 2016, the following timelines for the selection process is hereby outlined:

Date	Activities
July 18-August 8, 2016	* Announcement/Posting of Items for Teacher 1 Positions in Schools Implementing Indigenous Peoples Education Program effective SY 2016-2017
August 9- August 22, 2016	* Receipt/Acceptance of Folder/s of Application Documents at the School and at the Division Levels * Deadline of Submission of Pertinent Papers of Applicants to the Division Office * Verification of Documents as to completeness, veracity, accuracy and authenticity by the Division Selection Committee and evaluation applicants based on the criteria set forth in the guidelines
August 23, 2016	* Interview of Applicants
August 24, 2016	* Demonstration Teaching
August 25, 2016	* Finalization of RQA
August 26, 2016	* Posting of RQA

9. For information, guidance, and compliance.