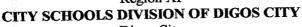


Republic of the Philippines Department of Education





Digos City



Office of the City Schools Division Superintendent

Tel. No. (082) 553-8375; 553-8376; 553-8396

062 , s. 2017 Division Memorandum No.

TO

CID and SGOD Chiefs

Education Program Supervisors Public Schools District Supervisors Division Administrative Officer

Elementary and Secondary School Heads

All Others Concerned

FROM

DEE D. SILVA, DPA, CESO VI Schools Division Superintendent

SUBJECT

Schedule of Activities for the Hiring of Teachers for SY 2017-2018

DATE

January 31, 2017

1. In pursuance to DepEd Order No. 9, s. 2016 entitled "Reinforcement of DepEd Order Nos. 7 and 22, s. 2015 as the Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions" and DepEd Order No. 3, s. 2016 "Hiring Guidelines for Senior High School Teaching Positions Effective School Year 2016-2017", the timelines below shall be observed for the hiring of teachers for School Year 2017-2018.

Date	Activities
February 1, 2017	- Posting of this Timelines in the School
February 6, 2017	- Deadline for submission of List of School Screening Committee to the
	Division Office for Designation Order
February 17, 2017	- Deadline for submission of Pertinent Papers of applicants to the school
February 20-21,	- Verification of Documents as to completeness, veracity, accuracy and
2016	authenticity by the School Screening Committee
February 22, 2016	 Deadline for submission of Pertinent Papers of applicants from the school to the Division Office (Note: With attached endorsement and built-in certification that pertinent papers of applicants underwent verification as to completeness, veracity, accuracy and authenticity) For the endorsement of Pertinent Papers, have them coursed through the following:
	a) Junior High School: Attention: EMMANUEL P. HUGO Chief, Schools Governance and Operation Chairman – Division Selection Committee (Junior High School)
	b) Senior High School: Attention: LUZMINDA B. JASMIN Education Program Supervisor Focal Person - Senior High School EDUCATION FOR THE SCHOOL EDUCATION FOR THE SCHOOL FOR THE SCHOOL FOR THE SCHOOL EDUCATION FOR THE SCHOOL
	c) Kindergarten and Elementary Levels: Attention: BEVERLY S. DAUGDAUG, ED.D Chief, Curriculum Implementation Division Chairman – Division Selection Committee (Elementary)

Date	Activity
February 23-March	- Evaluation of applicants' Pertinent Documents (by the Application
29, 2017	Documents Evaluation Committee)
	- Submission of Evaluation Results to Secretariat
March 23-24, 2017	- Preparation of General List of Applicants by Level, and their
	corresponding schedule for Demonstration Teaching, Skill
	Demonstration and Interview
February 27, 2017	- Meeting of Division Selection Committee Members and all other Team
(9:00 A.M.)	Members for concerns on Demonstration Teaching, Interview,
	Evaluation of Applicants' Documents and Completion of Entries in the
	Ranking Form
February 27, 2017	- Deadline for submission of List of Classes and Room Numbers to be
	used during the Demonstration Teaching (Digos City NHS, Digos City
	Senior High School-Stand Alone, Ramon Magsaysay CES, Digos City
	CES & G. Reusora CES
February 27, 2017	- Orientation of Applicants at Digos City National High School Covered
(1:00 P.M.)	Court - c/o Mr. Manapol for the preparation of venue and needed
	equipment.
March 5, 2017	- Conduct of English Proficiency Test (Tentative)
(Sunday)	
February 28 - March	- Demonstration Teaching for Kindergarten, Elementary and Junior High
3, 2017	School applicants
	- Submission of results to the Secretariat
	Venue: Junior High School at Digos City National HS, and Kinder and
	Elementary at Ramon Magsaysay Central ES for Digos Oriental District, Digos
	City Central ES for Digos Occidental District, and G. Reusora ES for Mt. Apo
	District.
March 6,8 &10,	- Demonstration Teaching for Senior High School applicants
2017	Venue: Digos City SHS-Stand Alone
	- Submission of results to the Secretariat
March 16-17, 2017	- Skills Demonstration
	a) March 16 - for Kindergarten and Elementary School applicants
	b) March 17- for Junior High School applicants
March 27-April 17,	- Interview of applicants at the Division Office
2017	a) March 27-29 - for Kindergarten and Elementary School applicants
	b) April 10-12 – for Junior High School applicants
· v	c) April 13,14,17 – for Senior High School applicants
	- Submission of results to the Secretariat
	- Completion of entries in the Ranking Form (by the Secretariat)
April 24 – May 5,	- Review and Finalization of Registry of Qualified Applicants (RQA) by
2017	the Chairmen of the Division Selection Committees
	- Approval and Signing of RQA
	- Posting of RQA

- 2. It is likewise emphasized that all new and old applicants including those included in the Registry of Qualified Applicants (RQA) for CY 2016 (DepEd Order No. 7, s. 2015), those who underwent calibration (DepEd Order No. 22, s. 2015), those in the Senior High School (SHS) RQA, and those who did not qualify but have undergone hiring procedures under DepEd Order No. 3, s. 2016 shall again submit themselves to the hiring procedures for SY 2017-2018.
- 3. The specified schools used as venues for Demonstration Teaching are required, in coordination with Dr. Daugdaug, CID Chief, to provide enough number of classes to accommodate all applicants on specific time schedule. It is also requested that the concerned advisers/subject teachers shall still report to their classes to facilitate the conduct of demonstration teaching in their own classes.
- 4. For immediate dissemination and compliance.