



Republic of the Philippines
Department of Education
 Region XI
CITY SCHOOLS DIVISION OF DIGOS CITY
 Digos City


**Office of the City Schools Division
 Superintendent**

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

1589

Division Memorandum No. 103, s. 2016

TO : CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads

FROM : 
 DEE D. SILVA, DPA
 Assistant Schools Division Superintendent
 Officer-In-Charge



SUBJECT : DepEd Order No. 9, s. 2016
 RE: Reinforcement of DepEd Order Nos. 7 and 22, s. 2015 as the
 Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions

DATE : February 22, 2016

- In pursuance to DepEd Order No. 9, s. 2016, dated February 18, 2016, DepEd Order No. 7, s. 2015 entitled *Hiring Guidelines for Teacher 1 Positions Effective School Year (SY) 2015-2016* is reinforced as the primary hiring policy to be used in the evaluation and selection of teachers for the kindergarten, elementary, and junior high levels from hereon until further notice.
- Further, as stipulated in the said Order, DepEd Order No. 22, s. 2015 entitled *Hiring Guidelines for the Remaining Teaching Positions Effective SY 2015-2016* shall be used in the event that the schools division office still has available teaching positions after having implemented DepEd Order No. 7, s. 2015.
- Guided with DepEd Order No. 9, s. 2016, the timeline below shall be observed, thus, Division Advisory No. 014, s. 2016 dated February 16, 2016 is hereby repealed.

Date	Activities
February 23, 2016	- Submission of List of School Screening Committee to the Division Office for Designation Order
February 23, 2016	- Deadline for submission of Pertinent Papers of applicants to the school
February 24-26, 2016	- Verification of Documents as to completeness, veracity, accuracy and authenticity by the School Screening Committee
February 26, 2016 (1:00 P.M.)	- Orientation of Applicants at Digos City National High School Covered Court
February 29, 2016	- Deadline for the 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) Secondary Level: Attention: Emmanuel P. Hugo Chairman, Division Selection Committee (Secondary) b) Kindergarten and Elementary Level: Attention: Beverly S. Daugdaug, Ed.D Chairman, Division Selection Committee (Elementary)

February 29, 2016	- Submission of List of Classes to be used during the Demonstration Teaching; Please refer to the template below (by concerned schools only)
March 3-4, 2016	- Preparation of General List of Applicants by level, and their corresponding schedule for Demonstration Teaching and Interview (by the Division Selection Committee)
March 14, 2016 (9:00 A.M.)	- Meeting of Division Selection Committee Members and all other Team Members for concerns on Demonstration Teaching, Interview, Evaluation of Applicants' Documents and Completion of Entries in the Ranking Form
March 16, 2016	- Demonstration Teaching by Kindergarten Level Applicants at Ramon Magsaysay Central ES and Digos City Central ES
March 17-25, 2016	- Demonstration Teaching by the Elementary and Secondary Levels applicants Note: Secondary at Digos City National HS, Digos Oriental District Applicants at Ramon Magsaysay Central ES, Digos Occidental District Applicants at Digos City Central ES and Mt. Apo District at G. Reusora ES)
March 28-29, April 4-8, 2016	- Interview of applicants at the Division Office
April 11-13, 2016	- Evaluation of applicants' Pertinent Documents - Completion of entries in the Ranking Form - Forwarding of Ranking Data (soft and hard) to the Chairman of the Division Selection Committee (by the respective committees)
April 14-18, 2016	- Consolidation of Results and Finalization of Registry of Qualified Applicants (RQA) by the Division Selection Committee
April 19, 2016	- Submission of RQA to the Schools Division Superintendent for approval
April 21, 2016	- Posting of RQA

- It is reiterated that all new and old applicants including those included in the Registry of Qualified Applicants (RQA) for CY 2015 (DepEd Order No. 7, s. 2015) and those who underwent calibration (DepEd Order No. 22, s. 2015) shall again submit themselves to the hiring procedures for SY 2016-2017.
- The specified schools used as venues for the Demonstration Teaching are directed to assign classes for the activity, to wit:

Date	Assigned School	No. of Classes Per Day/Grade/Level	Classes to Prepare
March 16, 2016	Ramon Magsaysay CES	4	Kindergarten
	Digos City CES	3	Kindergarten
March 17-25	Digos City National HS	4	Grades 7-10
	Ramon Magsaysay CES	2	Grades 1-6
	Digos City CES	2	Grades 1-6
	Reusora CES	2	Grades 1-6

Please follow the template below.

Date	Grade Levels Assigned	Teacher-Advisers

The list of classes to be used for the demonstration teaching shall be submitted to this Office, Attention: Rayzen Monzerate, CID Office, on or before February 29, 2016. It is required for incorporation in the preparation of Schedule for Demonstration Teaching as guide of the applicants as to what grade level shall be considered in the preparation of their Lesson Plans.

- For immediate dissemination and compliance