



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 317, s. 2021

May 20, 2021

CREATION OF DIVISION COMMITTEES BY DISTRICT, AND TIMELINES FOR
THE SCREENING OF TEACHER-APPLICANTS FOR SY 2021-2022


To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
All Other Division Personnel Concerned
Elementary and Secondary School Heads

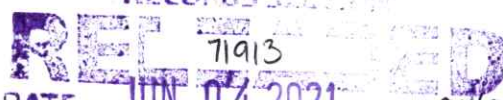

1. In pursuance to **Memorandum DM-PHROD-2021-0091** on *Interim Strategies and Protocols on Teacher Hiring for School Year 2021-2022 in view of the COVID-19 Situation*, **DepEd Order No. 7, s. 2016** on *Hiring Guidelines for Teacher I Positions Effective School Year 2015-2016*, and **DepEd Order No. 3, s. 2016** on *Hiring Guidelines for Senior High School Teaching Positions Effective SY 2016-2017*, the different Division Committees are hereby created to handle the screening of teacher-applicants per District/Cluster for SY 2021-2022, to wit:

District	Chairperson	Co-Chairperson	Members	PSB Assigned
Mt. Apo	Patriotiso O. Peñas	Cherry Rosette E. Oliva	Michelle Cadungog, Maryglor Tabanao, Aldin Barsalote, Antonia Jumawan	Beverly s, Daugdaug
Digos South	Helen A. Casimiro	Jessica Lucero	Joan M. Niones, Marilyn T. Salboro, Cherrie Ann B. Bohol, Myleen Samonte	Sollie B. Oliver
Digos Oriental	Ferna Renera T. Alde	Mary Joy B. Fortun	Ronilyn P. Nieves, Mario Andales, Zandria Sy, Edsel Nacua	Francis Jude Alcomendras
Digos Occidental	Neil D. Bongacayao	Ely G. Cataluña	Tito M. Endrina, Inda D. Nacua, Rachel R. Pogoy, Lorelie Deiparine	Myhrra Faye Llanos
Ronilyn P. Nieves – consolidator of results from the 4 Districts				
Secondary Schools Cluster				
Junior HS	Clarence S. Pillerin	Gervacio R. Salinas, Jr.	Angel V. Bisaga, Jr. Gemma M. Salanga, Noba J. Robion, Aimee Amor C. Porto, Maria Carmela Gillado, Felipe Degamo, Jr.	ASDS Basilio A. Manaay
Senior HS		Luzminda B. Jasmin	Ida I. Juezan, Jemboy B. Cabrella, Raquel L. Cedeño, Rizza L. Villaluna, Elizabeth R, Bueron, Eugene C. Sayson	Rafael Mediodia III



2. The different Division Committees by District/Cluster are expected to perform the following tasks:
 - a) Provision of guidance to all schools;
 - b) Conduct of orientation among teacher-applicants;
 - c) Evaluation of teaching skills of applicants through the use of Demonstration Teaching Videos;
 - d) Conduct of Interview;
 - e) Conduct of Skills Demonstration (for applicants in Kindergarten, Elementary & Junior High School);
 - f) Evaluation of Applicants' Pertinent Documents;
 - g) Preparation and Submission of List of Registry of Qualified Applicants (RQA); and
 - h) Performing other related tasks.
3. Attached is the Timeline on Screening of Teacher-Applicants for SY 2021-2022.
4. The school is reminded to ensure verification of documents as to completeness, veracity, accuracy and authenticity; and to issue a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application. A duplicate copy of said certification is expected to be attached to the folder of the applicant.
5. For guidance, compliance, and wide dissemination.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

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DATE: JUN 04 2021 TIME: 9:45
BY: 



TIMELINE ON SCREENING OF TEACHER-APPLICANTS FOR SY 2021-2022

DATE	ACTIVITY	IN CHARGE
June 7- 17	Information – Dissemination Period/Posting of Information	Respective School
June 9 (1:00 PM)	<p style="text-align: center;">Meeting of Members of the Personnel Selection Board and Division Committees for Each District</p> <p>To discuss: a) Over-all Flow of the Screening – ASDS Basilio P. Manaay (PSB Chair) b) Memorandum DM-PHROD-2021-0091 – Francis Jude Alcomendras c) DepEd Order No. 7, s. 2016 – Tito Endrina and Ronilyn Nieves d) DepEd Order No. 3, s. 2016 – Luzminda Jasmin e) Templates to Use/Finalization of RQA – Xavier Fuentes</p>	Facilitator & Provision of Link: HRMO
June 11	District/Cluster Meeting of School Heads (to provide guidance to schools for School Level Tasks on Screening of Teacher-Applicants)	Respective District/ Cluster
June 17	<p>Deadline on Submission of Pertinent Papers of Teacher-Applicants to the School</p> <p>NOTES:</p> <p>a. Applicants should apply in one level/school ONLY.</p> <p>b. The remaining qualified applicants appearing in SY 2020-2021 RQA who are interested to be included in the List of Applicants for SY 2021-2022 shall submit Letter of Intent to the school and other additional documents (if there's any) to augment their points. They shall not anymore undergo the prescribed processes on screening of teacher-applicants.</p> <p>c. Applicants in JHS & SHS should also stipulate in their application letter and in the cover page of their application documents the subject category they are applying for.</p>	Respective School
June 18	<p>Deadline on Endorsement of Pertinent Papers of Teacher-Applicants and other documents from the School to the District/Cluster for Division Committees (Hard and Electronic Copy)</p> <p>NOTE: The School Screening Committee should ensure that pertinent papers of applicants are adequately checked as to completeness, veracity, accuracy, and authenticity. They should NOT be endorsed to the District Office if INCOMPLETE.</p> <p>Documents to endorse:</p> <p>a) Transmittal Letter (containing names of new & old applicants) b) Applicants' individual folder (new applicants only) attached with Omnibus Certification of Authenticity and Veracity signed by the School Screening Committee Chairman, and Application Document Evaluation Sheet</p>	<p>To receive:</p> <p>District/ Cluster Committee</p>



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	<p>c) Individual Folder – Letter of Intent and additional documents (if there’s any) of old/remaining qualified applicants appearing in SY 2020-2021 RQA</p> <p>d) Electronic copy of teacher-applicants’ pertinent data using the “Teacher Applicant Rating Templates” which could be accessed through www.depeddigocity.org/downloads.</p>	
June 22	<p>Online Orientation of Teacher-Applicants by District/Cluster</p> <p>Online Links shall be posted in District Teacher-Applicants Group Chats</p>	Division Committees by District/Cluster
June 26	Conduct of English Proficiency Test	Mr. Mateo
July 1	<p>Submission of Videos for Demonstration Teaching (through Google link to be provided by respective District and by Cluster for JHS and SHS respectively)</p> <p>NOTES:</p> <p>a. The Demonstration Teaching Video shall be in 15 minutes only portraying the complete parts of the teaching and learning process.</p> <p>b. Google Links for submission of videos shall be posted in the respective Teacher-Applicants Group Chats by District/Cluster</p>	Division Committees by District/Cluster
July 5-8	Evaluation of Demonstration Teaching Videos	Division Committees by District/Cluster
July 9	<p>Conduct of Skills Demonstration (for Kindergarten, Elementary and Junior High School only)</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Conduct of Skills Demonstration can either be face-to-face or online depending on the decision of the Division Committees by District/Cluster anchored on appropriateness and possibilities. If face-to-face, an approved recommendation from the Division Safety Committee must be sought first. • Those submitting National Certifications (NC) from TESDA or from TESDA-accredited institutions are not anymore required to submit themselves for skills demonstration. 	Division Committees by District/Cluster
July 12 (PM)-14	Interview of Teacher-Applicants (Online or face-to-face depending on the decision of the Division Committees by District/Cluster, which, if face-to-fce, shall be with approved recommendation from the Division Safety Committee	Division Committees by District/Cluster
July 15-21	Evaluation of Applicants’ Documents	Division Committees by District/Cluster



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	NOTE: The evaluation can be done through Open Assessment if possible and if permitted through an approved recommendation from the Division Safety Committee.	
July 22	Submission of Results (District RQAs) to Consolidator in Elementary Level	To receive: Ronilyn Nieves
July 26	Submission of JHS, SHS, Consolidated District Level Results and all Application Documents to HRMO Finalization of RQA	To receive & Finalize: HRMO
July	PSB Conference and Signing of Documents (RQA) for Recommendation to SDS	ASDS Office
	Posting of Registry of Qualified Applicants (RQA)	HRMO



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