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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
 No. 224, s. 2022

April 21, 2022

**ANNOUNCEMENT AND RECEIPT OF DOCUMENTS FOR SCREENING
 OF TEACHER-APPLICANTS AND LIST OF DIVISION SELECTION
 COMMITTEES FOR SY 2022-2023**

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 All Other Division Personnel Concerned
 Elementary and Secondary Schools 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*, to DepEd Order No. 7, s. 2016 on *Hiring Guidelines for Teacher I Positions Effective School Year 2015-2016*, and to DepEd Order No. 3, s. 2016 on *Hiring Guidelines for Senior High School Teaching Positions Effective SY 2016-2017*, the field is hereby informed of the following:

DATE	ACTIVITY	IN CHARGE
April 25- May 5	Information – Dissemination Period/Posting of Information	Respective School
April 28 (9:00 am onwards)	Meeting of Members of the Personnel Selection Board, Division Committees for Each District, and School Heads To discuss: a) Over-all Flow of the Screening and Selection – ASDS Basilio P. Manaay b) Presentation of RSP Systems/Processes – Francis Jude D. Alcomendras c) Scheme on conduct of interview, skills demo, demo teaching, papers evaluation, applicants' data encoding, finalization of RQA – Beverly S. Daugdaug d) Review of DepEd Order No. 7, s. 2016 – Tito Endrina and Ronilyn Nieves e) Review of DepEd Order No. 3, s. 2016 – Luzminda Jasmin f) Templates to Use/Finalization of RQA – Xavier Fuentes g) Open Forum	Facilitator & Provision of Link: HRMO
May 5	Deadline on Submission of Pertinent Papers of Teacher-Applicants to the School NOTES:	School Screening Committee



	<p>a. Applicants should apply in one level/school ONLY.</p> <p>b. Applicants appearing in the RQA for SY 2021-2022 who want to reapply this school year shall still submit complete application documents. However, they can still make use of their last year's rating in Demonstration Teaching, Interview and Skills Demonstration; and request to consider said ratings should appear in their Application Letter.</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> <p>d. Applicants should ensure to make use of their active/recent email address.</p>	
May 6	<ul style="list-style-type: none"> - Completion of Applicants' Data Encoding in the Online "Teacher-Applicant Rating Template" - Review and Finalization of Applicants' Data Encoding - Preparation of Endorsement 	Per School
May 9	<p>Deadline on Endorsement of Pertinent Papers of Teacher-Applicants and other documents from the School to the Division Committees through the District Offices</p> <p>NOTES:</p> <ul style="list-style-type: none"> • 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. • For encoding of teacher-applicant's pertinent data in the online Teacher-Applicant Rating Template, the following must be observed: <ul style="list-style-type: none"> a) The school shall assign somebody from the School Screening Committee to be in-charge in the encoding of teacher-applicant's pertinent data through the link to be provided by the HRMPSB, one for the elementary and another for the secondary. b) The encoded data should be thoroughly reviewed to ensure correctness of data and to avoid possible complaints. c) The front portion of the applicant's folder should contain the following: <ul style="list-style-type: none"> • Right upper portion – applicant's number aligned to the number of the applicant in the online "Teacher-Applicant Rating Template" found at the left side of the template. 	<p>To receive:</p> <p>Mt. Apo District</p> <p>Digos Oriental District</p> <p>Digos Occidental District</p> <p>Digos South District</p> <p>Secondary Schools District</p>



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	<ul style="list-style-type: none"> Below the number is the phrase “Completely and correctly encoded”, then below the remarks is the signature of the encoding in-charge reflected above his/her printed name. <p>Documents to endorse:</p> <ol style="list-style-type: none"> Transmittal Letter (containing names of applicants) Applicants’ individual folder (new & old applicants) attached with a) Omnibus Certification of Authenticity and Veracity signed by the School Screening Committee Chairman, and b) Application Document Evaluation Sheet 	
May 11	<p>Deadline on Endorsement of Pertinent Papers of Teacher-Applicants and other documents from Division Committees to the Documents Evaluators – (for Elementary Level only)</p> <ol style="list-style-type: none"> Endorsement Letter (from each District) Applicants’ individual folder (new & old applicants) attached with a) Omnibus Certification of Authenticity and Veracity signed by the School Screening Committee Chairman, and c) Application Document Evaluation Sheet <p>Note: Before forwarding to the Division Secretariat, the Division Screening Committees assigned for each District shall double check and ensure that required data of all applicants are encoded in the online “Teacher-Applicant Rating Template”.</p>	To receive: Mrs. Ronilyn Nieves
May 12- June 10	Documents Evaluation, Consolidation and Finalization of RQA	Documents Evaluators/ Consolidators
May 13	<p>Online Orientation of Teacher-Applicants by the HRMPSB and Identified Speakers</p> <p>Online Links shall be posted in District Teacher-Applicants Group Chats</p>	To facilitate & provide link: HRMO
May 16- 20	<p>Interview of Teacher-Applicants (Online or face-to-face depending on the decision of the Division Screening Committees in each District, which, if face-to-face, shall always consider strict observance to minimum health and safety protocols.</p> <p>Note: Results shall immediately be forwarded to the Documents Evaluators/Consolidators.</p>	Division Selection Committees for each District
May 17	<p>Submission of Videos for Demonstration Teaching (through Google link to be provided/posted by the Division Screening Committees assigned in each district)</p> <p>NOTE:</p>	By District



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	a. The Demonstration Teaching Video shall be in 15 minutes only portraying the complete parts of the teaching and learning process.	
May 21	Conduct of English Proficiency Test	Mr. Mateo
May 24	Conduct of Skills Demonstration (for Kindergarten, Elementary and Junior High School only) NOTES: <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 in each District anchored on appropriateness and possibilities. If face-to-face, the minimum health and safety protocols must strictly be observed. • Those submitting National Certifications (NC) from TESDA or from TESDA-accredited institutions are not anymore required to submit themselves for skills demonstration. <p>Note: Results shall immediately be forwarded to the Documents Evaluators/Consolidators.</p>	Division Selection Committees for each District
May 25-31	Evaluation of Demonstration Teaching Videos Note: Results shall immediately be forwarded to the Documents Evaluators/Consolidators.	Division Selection Committees for each District
June 7	Individual Validation of Evaluation Results	By Teacher-Applicants
June 8	Online Meeting with Applicants on Validation of Evaluation Results <i>(Using 2 different links for elementary and secondary levels respectively)</i>	Document Evaluators
June 9-10	Finalization and Submission of the following to HRMO: a) Registry of Qualified Applicants (RQA) b) Consolidated Results for Elementary and Secondary Levels (ranking document of all applicants) c) Application Documents (Folders)	Documents Evaluators To receive: HRMO
June 13	PSB Conference and Signing of Documents (RQA) for Recommendation to SDS	ASDS Office
	Posting of Registry of Qualified Applicants (RQA)	HRMO

2. Below are the Division Selection Committees to handle the screening of teacher-applicants per District/Cluster for SY 2022-2023, to wit:

a. **Elementary Level** (Demonstration Teaching, Interview & Skills Demonstration)

District	Chairperson	Co-Chairperson	Members	HRMPSB Assigned
Mt. Apo	Patriotiso O. Peñas	Cherry Rosette E. Oliva	Maryglor Tabanao Aldin Barsalote Antonia Jumawan	Francis Jude Alcomendras



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			Eduard Paller	
Digos South	Helen A. Casimiro	Jessica Lucero	Merilyn T. Salboro Myleen Samonte Melacres Campomayor Nelson Lucero	Sollie B. Oliver
Digos Oriental	Ferna Renera T. Alde	Mary Joy B. Fortun	Mario Andales Zandria Sy Edsel Nacua Abdul De Guzman	Beverly S. Daugdaug
Digos Occidental	Neil D. Bongacayao	Ely G. Cataluña	Inda D. Nacua Rachel R. Pogoy Lorelie Deiparine Joy Baulete	Myhrra Faye Llanos

Documents Evaluators:

- **Head:** Ronilyn P. Nieves
- **Members:** Jemboy B. Cabrella, Joan M. Niones, Tito M. Endrina
- **Encoder/Consolidator:** April Alcala, Alnie Ymalay
- **Tasks:**
 - a) Evaluation of application documents
 - b) Consolidation/Finalization of Results – Registry of Qualified Applicants (RQA)

b. **Secondary Schools District** (Demonstration Teaching, Interview & Skills Demonstration)

District	Chairperson	Co-Chairpersons	Members	PSB Assigned
Junior HS and Senior HS	Clarence S. Pillerin	Team A: Cherrie Ann B. Bohol	Aimee Amor C. Porto, Elizabeth R. Bueron	ASDS Basilio A. Manaay
		Team B: Michelle Cadungog	Raquel L. Cedeño, Julius Castañares	Rafael Mediodia III
		Team C: Noba J. Rubion	Rizza L. Villaluna, Eugene C. Sayson	

Documents Evaluators:

- **Head:** Clarence S. Pillerin
- **Members:** Luzminda Jasmin, Gervacio R. Salinas, Jr. Ida I. Juezan, Angel V. Bisaga, Jr., Gemma M. Salanga
- **Encoder/Consolidator:** Qumran Loyola, Sharon Ann Iyog
- **Tasks:**
 - a) Evaluation of application documents
 - b) Consolidation/Finalization of Results – Registry of Qualified Applicants (RQA)

3. 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.
4. For guidance, compliance, and wide dissemination.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-89885
DATE: APR 21 2022 TIME: 4:17 PM

CRISTY C. EPE
Schools Division Superintendent



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