

December 15, 2015

DIVISION MEMORANDUM

No. 271, s. 2015

To: Assistant Schools Division Superintendent
Education Program Supervisors
Public School District Supervisors/ PIDs
Public Elementary School Principals/HTs/TICs
Public Secondary School Principals/HTs/TICs
Members of the Personnel Selection Board
All others concerned

**SELECTION PROCESS AND COMPOSITION OF DIVISION SCREENING
COMMITTEE FOR TEACHER 1 APPLICANTS FOR SY 2016-2017
IN THE ELEMENTARY AND SECONDARY LEVELS**

1. Pursuant to the provisions of DepEd Order No. 7, s. 2015, entitled, "Hiring Guidelines for Teacher I Positions Effective school Year (SY) 2015-2016, this Division announces the commencement of the selection process for Teacher I positions for SY 2016-2017 from January 13, 2016 to April 15, 2016.
2. All **new** applicants shall register to the Department's online system at application.deped.gov.ph, where they must encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, an **Applicant Number** will be issued. In the submission of application requirements, this number must be indicated.
3. An applicant shall submit to the head of elementary or secondary school where he/she intends to teach, a written application with the **Applicant Number** indicated supported 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 of a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC office;
 - c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board for Teachers (PBET);
 - d. Certified copy of Transcript of Records (TOR);
 - 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 trainings, if any;
 - g. Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee;
 - h. NBI Clearance;
 - i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
4. To ensure that the best among the qualified applicants are hired by the Division and to facilitate expeditious selection process and timely release of the Registry of Qualified Applicants (RQA), hereunder are the composition of the selection committees at the different levels and their respective functions:
 - 4.1. Composition
 - a. Elementary Level – The committee 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.

b. Secondary Level – The committee shall be chaired by the School Head. The Department Head concerned and three (3) teachers from the different learning areas shall be members. For small secondary schools that do not have department heads, the School Head shall be the Committee Chair with four (4) subject leaders from different learning areas 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 Screening Committee to the Schools Division Superintendent for the issuance of a corresponding Designation Order.

c. Division Level

	Elementary and Kindergarten	Secondary
Chairman:	Azucena T. Falales, Ph. D.	Azucena T. Falales, Ph. D.
Members:	Mrs. Marilu S. Bandolon	Mrs. Gina P. Ferraris
	Mrs. Nenita P. Gamao	Mrs. Ma. Theresa Q. Bingcang
	Jezebel M. Garcia, Ph. D.	Mrs. Bella P. Balandra
	Mr. Wilfredo P. Calvo	Mrs. Vilia G. Tupas
	Mrs. Cherry Grace Satinigan	Mr. Danilo Aloquina
	Mr. Danilo Aloquina	Mrs. Cherry Grace Satinigan

4.2. Functions

4.2.1. The School Screening Committee shall:

- a. Ensure 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 teacher I positions, including a copy of this Order, must be posted as well.
- b. Receive applications and documents.
- c. Verify and certify as to the completeness, veracity, accuracy, and authenticity of documents.
- d. Issue a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application.
 - 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.
 - 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. Produce 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.

4.2.2. The Division Selection Committee shall:

- a. Receive from the School Screening Committee the list of applicants with the corresponding documents.
- b. Verify the documents submitted by the School Screening Committee as to the completeness, accuracy, authenticity, and veracity.
- c. Evaluate applicants on Education, Teaching Experience, LET/PBET rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in the ...

- d. Review and consolidate the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.
- e. Prepare separate division-wide RQAs for Kindergarten, Elementary, and Secondary.
- f. Send to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair.
- g. Secure list of its LGU-funded teachers from the office of the provincial/city/municipal administrator.
- h. Ensure that LGU-funded and volunteer teacher applicants go through the application process as provided for in these guidelines.
- i. Submit the complete results of the evaluation of applicants, including pertinent records of deliberations, to the SDS for approval.

5. The selection of qualified applicants for inclusion in the registry shall be done from January 11, 2016 to April 15, 2016. All concerned are expected to adhere to the following schedules:

ACTIVITY	DATE
1. Orientation of Division Selection Committee	January 5, 2016
2. Orientation of School Screening Committee	January 6, 2016
3. Submission of documents to schools for appraisal	January 11, 2016 to February 5, 2016
4. Submission of list of Applicants and corresponding documents to the Division	February 8, 2016
5. Briefing of Applicants	February 10, 2016
6. Conduct of Demonstration Teaching	February 11 to March 4, 2016
7. Conduct of Teacher's English Proficiency Test (TEPT)	March 5, 2016
8. Conduct of Interview and Skills Test	March 7-21, 2016
9. Encoding of TEPT rating and validation	March 28, to April 8, 2016
10. Finalization of the Registry of Qualified Applicants (RQA)	April 11-13, 2016
11. Publication of the Registry of Qualified Applicants (RQA)	April 15, 2016

6. For complete details, please refer to DepEd Order No. 7, s. 2015 which can be downloaded from www.deped.gov.ph.

7. Widest and immediate dissemination of this Memorandum is desired.

M. Sabbaluca
MARSETTE D. SABBALUCA, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Schools Division Superintendent

Reference: As stated
 Inc.: None

To be indicated in the Perpetual Index
 Under the following subjects:

APPOINTMENT/EMPLOYMENT

POLICY

TEACHERS