



HRP-294

Republic of the Philippines  
Department of Education  
REGION VI – Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

JAN 27 2022

**DIVISION MEMORANDUM**

No. 033, s. 2022

**SELECTION PROCESS AND COMPOSITION OF DIVISION SCREENING COMMITTEE  
FOR TEACHER 1 APPLICANTS IN THE ELEMENTARY,  
SECONDARY AND SENIOR HIGH SCHOOL LEVELS FOR SY 2022-2023**

To: Assistant Schools Division Superintendent  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary School Principals/HTs/TICs/OIC  
Public Secondary School Principals/HTs/TICs  
Members of the Division Screening Committee  
All others concerned

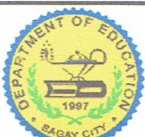
1. Pursuant to the provisions of DepEd Order No. 7, s. 2015, entitled, Hiring Guidelines for Teacher 1 Positions Effective School Year (SY) 2015-2016 and DepEd Order No.3, s. 2016 entitled "Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017, this Division announces the commencement of the selection process for Teacher 1 positions in the Kindergarten, Elementary, Secondary and Senior High School levels for SY 2022-2023 from February 2, 2022 to May 10, 2022.

2. All 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, secondary or senior high school where he/she intends to teach, a written application indicating the Applicant Number and Statement of Purpose/expression on interest supported by the following documents:

3.1 Elementary and Secondary Level:

- CSC Form 212 (Revised 2017) in two copies with the latest Passport Size ID Picture;
- Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office;
- Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board for Teachers (PBET);
- Certified copy of Transcript of Records (TOR);
- 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;
- Certificates of specialized trainings, if any;
- Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee;
- NBI Clearance;
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Email Address: sagay.city001@deped.gov.ph



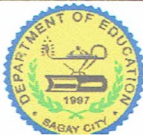
3.2 Senior High School Applicants:

	Applicants for Permanent Positions	Applicants for Part-time Positions
Mandatory Requirements	<ul style="list-style-type: none"><li>Letter of intent which shall indicate the following information:<ul style="list-style-type: none"><li>a. Statement of purpose/ expression of interest</li><li>b. Subject group he/she intends to teach</li><li>c. Preferred School/s, if any</li></ul></li><li>CSC Form 212, revised 2017 (Personal Data Sheet ) in two (2) copies with the latest Passport Size ID Picture</li><li>Certified photocopy of certificates of relevant specialized trainings, if any</li><li>Certified copy of Voter's ID and /or any proof of residency</li><li>Nation Bureau of Investigation (NBI) Clearance</li><li>Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.</li></ul>	
Additional Requirements	<ul style="list-style-type: none"><li>Certified photocopy of Diploma on Bachelor's degree</li><li>Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject</li><li>Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license</li><li>Certified photocopy ratings obtained in the Licensure Examination for teachers (LET) /Professional Board Examination for Teachers (PBET)</li></ul>	<ul style="list-style-type: none"><li>Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit</li></ul>
	Applicants for Permanent Positions	Applicants for Part-Time Positions
Additional requirements for TVL teachers-applicants	<ul style="list-style-type: none"><li>Certified photocopy of Trainers Methodology Certificate (TMC), if available</li></ul>	
Additional requirement for Arts and Design and Sports Tracks teacher-applicants	<ul style="list-style-type: none"><li>Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild</li></ul>	
Additional requirement for HEI/TVL faculty	<ul style="list-style-type: none"><li>Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI</li></ul>	
Additional requirements for TVL teacher-applicants	<ul style="list-style-type: none"><li>Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)</li></ul>	

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 with 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.





**c. Senior High School**

Chair: School Head

Members:

- Head Teacher for Core and/or Track subjects as needed based on the School's vacancies
- Three (3) teachers from the different learning areas as needed based on the School's vacancies
- President of authorized representative of the School Governing Council (SGC) or the Parents-Teachers Association (PTA)

The Committee members shall be identified by the School Head using the abovementioned specifications. The School Head shall transmit the Composition of the Screening Committee to the Schools Division Superintendent for the issuance of a corresponding Designation Order.

**d. Division Level**

**Chair : Ruby Therese P. Almencion, Ph.D.**

**Co-Chair : Nenita P. Gamao**

Members:

**Elementary, SPED and Kindergarten**

- Glenda S. Tan
- Feliciano D. Mercurio Jr.
- Marlon C. Dublin
- Gina Radan
- Rubirosa Demafiles
- Glen Pedelo
- Eleonor Lo
- Elizabeth Adraneda
- Cherry Grace Satinitigan

**Secondary**

- Alma Mirasol
- Cesar Demafiles
- Sheryl Labrador
- Rubirosa Demafiles
- Roger Z. Rochar
- Bella P. Balandra
- Richard Rubin
- Cherry Grace Satinitigan

**Senior High School**

- Elizabeth Romo
- Jordan Beleganio
- Jojery Dionaldo
- Sheryl Labrador
- Rubirosa Demafiles
- Mary Grace Ofqueria  
Representative from  
NONESCOST
- One (1) Regional Education  
Supervisor as Process  
Observer
- Cherry Grace Satinitigan
- EPS for Core and/or Track  
subjects

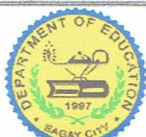
**4.2. Functions**

**4.2.1. The School Screening Committee**

- a. Ensures that the updated lists of vacancies are regularly posted and conspicuous places and at the website of schools and teacher education training institutions at all times. The step-by-step procedure in applying for teacher 1 positions, including a copy of this Order, must be posted as well.
- b. Receives applications and documents.
- c. Verifies and certifies as to the completeness, veracity, accuracy, and authenticity of documents.
- d. Issues 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. Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be complied 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**

- a. Receives from the School Screening Committee the list of applicants with the corresponding documents.
- b. Verifies the documents submitted by the School Screening Committee as to the completeness, accuracy, authenticity, and veracity.



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- c. Evaluates applicants on Education, Teaching Experience, LET/PBET rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines.
- d. Review and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.
- e. Prepares separate division –wide RQAs for Kindergarten, Elementary, and Secondary.
- f. Sends 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. Secures list of its LGU-funded teachers from the office of the provincial/city/ municipal administrator.
- h. Ensures that LGU-funded and volunteer teacher applicants go through the application process as provided for in these guidelines.
- i. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations, to the SDS for approval.


5. All concerned are expected to adhere to the following schedules:

ACTIVITY	DATE AND TIME
1. Orientation of Division Selection Committee	February 2, 2022 (9 a.m.)
2. On-line Orientation of School Screening Committee Chair & Administrative Officers ( <a href="https://bit.ly/3H8gJuc">bit.ly/3H8gJuc</a> )	February 3, 2022 (9 a.m.)
3. Briefing of Applicants (Online Orientation through MS Teams - <a href="https://bit.ly/3qRVnMc">bit.ly/3qRVnMc</a> )	
- Kindergarten and Elementary	February 7, 2022 (2 pm.)
- Junior High School	February 8, 2022 (9 a.m.)
- Senior High School	February 8, 2022 (2 p.m.)
4. Submission of documents to schools for appraisal	February 9-18, 2022
5. Submission of list of Applicants and corresponding documents to the Personnel Section, this Division	February 21-March 4, 2022
6. Evaluation & deliberation of documents by the Selection Committee	March 7-18, 2022
7. Conduct of Demonstration Teaching, Interview and Skills Test. <i>Schedule per applicant shall be announced in a separate Advisory.)</i>	March 21-April 29, 2022
8. Conduct of English Proficiency Test (EPT)	As per schedule from BEA
9. Final deliberation of the result of ranking	May 2-6, 2022
10. Submission of Registry of Qualified Applicants for Approval to the SDS	May 9, 2022
11. Publication of the Registry of Qualified Applicants (RQA)	May 10, 2022

7. For complete details, please refer to DepEd Order No.7, s. 2015 for SPED, Kindergarten, Elementary and Secondary levels applicants and DepEd order No.3, s. 2016 for SHS which can be downloaded from [www.deped.gov.ph](http://www.deped.gov.ph).

8. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such assessment on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

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

  
**ARLENE G. BERMEJO, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent

Reference: As stated

Inc.: None

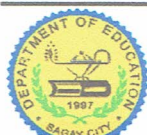
To be indicated in the Perpetual Index under the following subjects:

APPOINTMENT/EMPLOYMENT

POLICY

TEACHERS

mst/Memo on selection process for teacher 1 applicants  
January 24, 2022



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