



Republic of the Philippines
Department of Education
Region V (Bicol)
SCHOOLS DIVISION OFFICE OF LIGAO CITY
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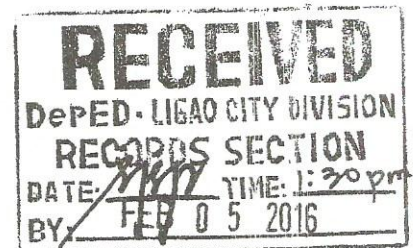
February 5, 2016

DIVISION MEMORANDUM

No. 08, s. 2016

SELECTION OF TEACHER APPLICANTS FOR KINDERGARTEN,
ELEMENTARY AND JUNIOR HIGH SCHOOL LEVELS
FOR SY 2016-2017

TO : Chiefs, CID and SGOD
Heads, Public Elementary and Secondary Schools
Teacher Applicants



1. In order to establish the Registry of Qualified Teacher Applicants for the School Year 2016-2017 guided by **DepEd Order No. 7, s. 2015 "Hiring Guideline for Teacher I Positions Effective School Year 2015-2016"**, the Schools Division Office will conduct the Selection of Teacher I Applicants for SY 2016-2017 following the schedule below:

| Selection Committee Involved | Activity | Time Frame |
|---|--|--|
| SCHOOL SCREENING COMMITTEE COMPOSITION: ELEMENTARY LEVEL Chairman : School Head Members : 4 Teachers SECONDARY LEVEL Chairman : School Head Members : Department Head concerned 3 Teachers from different learning areas | <ul style="list-style-type: none">> Receive application letters with supporting documents from the applicants;> Verify and certify documents as to completeness, veracity, accuracy and authenticity | February 5- 19, 2016 |
| Division Deputized Selection Committee per District ELEMENTARY WEST District Chairman: Rhodie H. Quirab Members: Eric L. Gangawan Rodolfo P. Tuason Vivencio N. David, Jr. Mercy C. Tezano | <ul style="list-style-type: none">> Prepare and submit the list of applicants together with their pertinent documents to the Division Deputized Selection Committee with separate listing for Kindergarten, Elementary and Junior High School (by Major) | February 22-26, 2016 |
| | <ul style="list-style-type: none">> Inform the Division Selection Committee the total number of applicants in the school/district;> Evaluate the qualifications of applicants based on the criteria stipulated in the DepEd Order No. 7, s. 2015. | February 26, 2016 February 29-March 4, 2016 |

**Committee per District
ELEMENTARY**

EAST District

Chairman: Helen S. Martinez
Members: Alma P. Fajardo
Ronald B. Lucena
Leo Irwin Lindio
Ismael Bustamante, Jr.

SOUTH District

Chairman: Alvin S. Pocua
Members: Crisencia A. Rico
Alvin Remondavia
Cynthia G. Avila
Angelyn D. Talavera

SECONDARY

Chairman: Carmelita A. Sinson
Members: Jose Pedro Dayandante
Cristina B. Relieve
Jessica U. Sayson
Marulyn R. Consulta

- >Notify the applicants for Interview;
- >Interview Applicants;
- >Observe Demonstration Teaching;

Venue:

East District – LECS
West District – LWCES(B)
South District – Paulba ES
Secondary – LNHS

March 7-21, 2016

- >Prepare and submit the initial ranking of applicants to the DSC together with the documents and soft copy (MS Excel Format)

March 28, 2016

DIVISION SELECTION COMMITTEE

Chairman: Dr. Osias S. Monforte
Co-Chairman: Dr. Marivic P. Diaz

ELEMENTARY

Members:

Alicia O. Retona
Jocelyn P. Navera
Edna G. Gregorio
Dexter Q. Pielago- PESPA, Pres.
Leo S. Moral- APSTE, President
Romeo S. Lindio- Senior Citizen
Organization, Representative
Jorge Rabe – Div.PTA, Pres.

SECONDARY

Members:

Corazon O. Gacusan
Delia V. Mendoza
Amable O. Poja, Jr.
Carmelita Sinson-NAPSSHI, Pres
Dexter Q. Pielago- PESPA, Pres.
Leo S. Moral -APSTE, President
Romeo S. Lindio- Sr.Cit.Org,Rep
Jorge Rabe – Div.PTA, Pres.

Personnel Officer/Secretariat

- >Review and consolidate the results of the individual ratings of applicants based on the scores obtained in each criterion for evaluation;

March 29-31, 2016

- >Administer the Written English Proficiency Test

March 31, 2016

- >Prepare separate Registries of Qualified Applicants (RQA) for Kindergarten, Elementary and Junior High School

April 1-15, 2016

- >Submit the complete RQAs to the SDS Office for approval

April 20, 2016

- >Post Registry of Qualified Teacher Applicants for SY 2016-2017

April 30, 2016

respective PSDS to the Division Office Attention: Assistant Schools Division Superintendent for subsequent approval by the Schools Division Superintendent-OIC.

The School Screening Committee shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the SSC 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 DSC, albeit such submissions must be noted and marked by the SSC.

2. An applicant shall submit to the Elementary/Secondary School Heads a written application supported by the following documents fastened in folder in the following order:
 - a. CSC Form 212(Personal Data Sheet-Revised 2005) in two(2) copies with the latest 2x2 ID picture
 - b. Certified photocopy of PRC Professional Identification Card(not expired) or claim slip of application/renewal
 - c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers(LET/PBET)
 - d. Certified copy of Transcript of Records (TOR)
 - e. Certification by the College/University Registrar of the General Weighted Average(GWA) of all academic grades, including education units
 - f. Copies of Service Record, Performance Rating, and School Clearance, *for those with teaching experience*
 - g. Certificates of specialized training, *if any*
 - h. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee ;and
 - i. NBI Clearance(not expired)
 - j. Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant
3. Teacher applicants shall be allowed to join one (1) assessment only and are STRICTLY advised to submit one (1) set of application documents to the school they intend to apply.
4. The Registry of Qualified Applicants (RQA) shall be valid for a period of one (1) School Year (SY 2016-2017) Updating of points based on the previous RQA is no longer allowed.
5. A separate Memorandum shall be issued on the administration of the Written English Proficiency Test.
6. For widest dissemination and strict compliance.

MARIA LUISA P. SAMANIEGO
Assistant Schools Division Superintendent
Officer-In-Charge

Reference: DepEd Order No. 7, s.2015
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT