

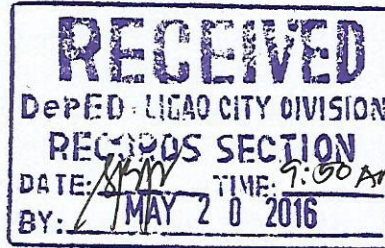


Republic of the Philippines
Department of Education
Region V (BICOL)
SCHOOLS DIVISION OFFICE OF LIGAO CITY
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DIVISION MEMORANDUM
No. 24, s. 2016



May 19, 2016

SELECTION OF TEACHER-APPLICANTS FOR SENIOR HIGH SCHOOL (BATCH 2)
FOR S.Y. 2016-2017

To: Chief Education Supervisors (CID and SGOD)
Elementary and Secondary School Heads (Public and Private)
Teacher-Applicants
All Others Concerned

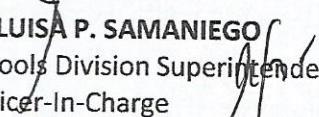
1. Due to the insufficient number of qualifiers for Senior High School teaching items, the Schools Division Office will conduct the Selection of Teacher Applicants, Batch 2 for SY 2016-2017 following the schedule below:

ACTIVITY	DATE	PERSONS INVOLVED
Submission of Documents	May 23-27, 2016	Mrs. Ruth Glaiza H. Sabate
Evaluation of Documents by Division Selection Committee by strand. I. STEM and TVL	May 30-31, 2016	DIVISION SELECTION COMMITTEE I. Chairman: Mr. Osias S. Monforte Members: Mrs. Carmelita A. Sinson Mr. Naciencino O. Obsequio Mr. Amable O. Poja, Jr. Mrs. Jocelyn P. Navera Mrs. Corazon O. Gacusan
II. GAS and HUMMS		II. Chairman: Ms. Alicia O. Retona Members: Ms. Delia V. Mendoza Mr. Leo S. Moral Mr. Jovito P. Oriola Mrs. Lilli Ann O. Hermogenes Mrs. Ruth Glaiza H. Sabate
English Proficiency Test (EPT)	May 31, 2016	M & E Team
Behavioral Event Interview	June 1-3, 2016 (8:00am – 5:00pm) Venue: SDO Function Hall	DSC I and II
Demonstration Teaching	June 6-8, 2016 (8:00am – 5:00pm) Venue: SDO Function Hall	DSC I and II

2. An applicant shall submit to Mrs. Ruth Glaiza H. Sabate, SDO HR Personnel a written application supported by the following documents:

Applicants for Permanent Position	Applicant for Part-Time Position
MANDATORY REQUIREMENTS	
<ul style="list-style-type: none"> • Letter of intent which shall indicate the following information: <ul style="list-style-type: none"> a. statement of purpose/expression of interest; b. subject group he/she intends to teach; c. preferred school(s), if any. • CSC Form 212 (Personal Data Sheet Revised 2005) in two (2) copies with the latest 2x2 ID picture. • Certified photocopy of certificates of relevant specialized trainings, if any. • Certified copy of Voter's ID and/or any proof of residency • NBI Clearance • Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant. 	
ADDITIONAL REQUIREMENTS	
<ul style="list-style-type: none"> • Certified photocopy of Diploma on Bachelor's degree • Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject. • Certified photocopy of PRC professional ID card/ certificate of registration/license • Certified photocopy of ratings obtained in the LET/PBET 	Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit.
ADDITIONAL REQUIREMENTS FOR TVL TEACHER APPLICANTS	
<ul style="list-style-type: none"> • 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 NC (e.g. Handicraft courses) • Certified photocopy of Trainers Methodology Certificate (TMC), if available. 	
ADDITIONAL REQUIREMENTS FOR HEI/TVI Faculty	
<ul style="list-style-type: none"> • Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI. 	

3. Applicants who have already undergone the selection process can still submit additional updated documents and may still undergo the interview and demonstration teaching however, the recent results will prevail.
4. New applicants shall undergo the complete screening process.
5. 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