



February 15, 2016

DIVISION MEMORANDUM  
 No. 18 s. 2016


**SELECTION AND RECRUITMENT PROCESS OF SENIOR HIGH TEACHERS  
 FOR SCHOOL YEAR 2016-2017**

TO : OIC, Asst. Schools Division Superintendent  
 Chiefs, CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Heads, Public and Private Elementary and Secondary School Heads

1. Pursuant to DepEd Ed Order NO. 3, S. 2016 "Hiring Guidelines for Senior High School (SHS) Teaching Positions effective School Year 2016-2017, and to have a Registry of Qualified Applicants per SHS Subject Groups, this Office announces the schedule of activities to wit:

DATE	ACTIVITIES	VENUE	PERSON/COMMITTEE IN-CHARGE
Feb. 16, 2016	Reorientation of Division Selection Committee and Sub-Committee	CID Office	Division Selection Committee
Feb. 18-19, 2016	Verification of the documents submitted by the school screening committee as to completeness, accuracy, authenticity and veracity	SDS Conference Hall	Division Selection Committee
Feb. 22-26, 2016	Evaluation of documents on Education Training/Industry/Workplace, Experience, Specialized Training and Portfolio/Outstanding Achievement	SDS Conference Hall	Division Selection Committee
Feb. 27, 2016	Administration of the English Proficiency Test	Virac Pilot Elementary School	Division Selection Committee
Feb. 29-March 4, 2016	Demonstration Teaching	CNHS	Division Sub-Selection Committee
March 7-12, 2016	Conduct of Interview	SDO Conference Hall	Division Selection Committee
March 14-15, 2016	Deliberation on the ratings obtained by the applicants in all criteria	SDO Conference Hall	Division Selection Committee
March 16-17, 2016	Preparation and submission of RQA to the SDS for approval	SDO Conference Hall	Division Selection Committee
March 18, 2016	Posting of RQA		Division Selection Committee

2. Applicants may submit additional documents to the Office of the OIC-Assistant Schools Division Superintendent, Chairman of the Division Selection Committee on or before February 19, 2016.
3. The members of the Division Selection Sub-Committee who will evaluate the documents of applicants are entitled to Compensatory Overtime Credit (COC) as per CSC-DBM Joint Circular No. 2, s. 2004 dated October 4, 2004 in case the activity will fall on Saturdays and holidays.
4. Travel and other expenses relevant to the conduct of the activities shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

  
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent

Reference:

DepEd Order No. 03, s. 2016

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

APPOINTMENT	SCHOOL
POLICY	SELECTION
RECRUITMENT	TEACHERS