DIVISION MEMORANDUM
NO. 245, 2019

SELECTION AND RECRUITMENT OF SENIOR HIGH SCHOOL TEACHERS FOR S.Y. 2019 – 2020

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

1. Pursuant to DepEd 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 for the School Year 2019 – 2020, this Office announces the schedule of activities for the selection and recruitment of SHS teacher viz:

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITIES</th>
<th>VENUE</th>
<th>PERSONS / COMMITTEE IN CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 22 to February 4, 2019</td>
<td>Submission of Application / Documents</td>
<td>ASDS Office</td>
<td>Division Selection Committee</td>
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<tr>
<td>February 13, 2019</td>
<td>Orientation of Applicants (8:00 AM)</td>
<td>SDO Conference Hall A</td>
<td>Division Selection Committee</td>
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<td>February 14 to March 2, 2019</td>
<td>Evaluation of Documents</td>
<td>CID Office</td>
<td>Division Selection Committee and Division Special Committee</td>
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<tr>
<td>March, 2019</td>
<td>English Proficiency Test</td>
<td>CNHS</td>
<td>Division Selection Committee / SEPS, M &amp; E</td>
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<tr>
<td>March 5 to March 24, 2019</td>
<td>Interview, Demonstration Teaching</td>
<td>SDO Conference Hall A</td>
<td>Division Selection Committee / Special Committee</td>
</tr>
<tr>
<td>April 10 to April 22, 2019</td>
<td>Review and Finalizing of RQA by Group and Subject Group</td>
<td>CID Office</td>
<td>Special Committee and Division Selection Committee</td>
</tr>
<tr>
<td>April 25 to April 29, 2019</td>
<td>Review and Submission of RQA to SDS for approval</td>
<td>ASDS Office</td>
<td>Division Selection Committee</td>
</tr>
<tr>
<td>April 30 to May 6, 2019</td>
<td>Posting of RQA</td>
<td>Designated Area</td>
<td>Personnel Section</td>
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</table>

2. An applicant shall submit to the SDO a written application indicating the strand / track, supported by the following documents:
<table>
<thead>
<tr>
<th>Applicants for Permanent Positions</th>
<th>Applicants for Part-Time Positions</th>
</tr>
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<tbody>
<tr>
<td><strong>Mandatory requirements</strong></td>
<td><strong>Additional requirements</strong></td>
</tr>
</tbody>
</table>
| • Letter of intent which shall indicate the following information:  
  a. Statement of purpose/interest  
  b. Subject group he/she intends to teach  
  c. Preferred school(s), if any  
  • CSC Form 212, Revised 2017 (Personal Data Sheet in two copies with the latest 2x2 ID picture  
  • Certified photocopy of certificates of relevant specialized trainings, if any  
  • Certified copy of Voter's I.D. and/or any proof of residency  
  • National Bureau of Investigation (NBI) clearance  
  • Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant |
| **Additional requirements**        | • Written approval from his/her head of unit if he/she is currently employed by the national government of the local government unit. |
| • Certified photocopy of Diploma on Bachelor's degree  
  • Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant/specialized subject  
  • Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license  
  • Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET) / Professional Board Examination for Teachers (PBET) |
| **Additional requirements for TVL teacher - applicants** | • 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) |
| • Certified photocopy of Trainers Methodology Certificates (TMC), if available |
Additional requirements for Arts and Designs and Sports Tracts teacher applicants

- Certified photocopy of Certification Proficiency / Recognition from recognized and respectable relevant associations / organizations / guild

Additional requirement for HEI / TVL faculty

- Certified photocopy of Certification of Status of Employment / Service Record from HEI / TVL

3. All documents shall be sequentially labelled, and be submitted to ASDS Office using long folder.

4. The cut off score is 70% to be included in the Registry of Qualified Applicants (RQA).

5. The members of the Division Selection and Special Committees who will evaluate the documents of the applicants are entitled to CTO / COC as per CSC – DBM Joint Circular No. 2, s. 2004 dated October 4, 2004 in case the activity will fall on Saturdays and Sundays.

6. Travel and other expenses relevant to the conduct of the activities shall be charged against local funds / school MOOE subject to the accounting and auditing rules and regulations.

7. Attached is the Enclosure for the Division Composition of the Division Selection Committee and Division Special Committee to conduct selection and recruitment of Senior High School Teachers.

8. An Orientation of the Division Selection Committee / Special Committee shall be held on February 11, 2019.

9. Immediate and wide dissemination of this Memorandum is desired.

SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Reference: DepEd Order No. 3, s. 2016
To be indicated in the Perpetual Index under the following subjects:
RECRUITMENT POLICY TEACHERS
COMPOSITION OF THE DIVISION SELECTION COMMITTEE AND DIVISION SPECIAL COMMITTEE
FOR SENIOR HIGH SCHOOL
SY 2019 – 2020

A. Division Selection Committee

Chairman: Ma. Luisa T. Dela Rosa, ASDS
Members: Romel G. Petajen, EPS
Amelia Eusebio, P III, CASHH President
Jonel Aznar, Sec. School Teacher
Assn. Vice President
TESDA / GUILD Representative
EPS Regional Observer
Marichelle B. Llave, AO IV, Secretariat

B. Division Special Committee

To take charge of the Evaluation of Documents, Demo – Teaching and Interview
Romel Petajen – Over all Incharge

<table>
<thead>
<tr>
<th>Subject</th>
<th>EPS Incharge</th>
<th>Members</th>
<th>Secretariat</th>
</tr>
</thead>
</table>
| I. HUMSS  
English  
Filipino  
Social Science | Gina Pantino  
Gina Tempolnuevo  
Cynthia Soneja | Frankie Turalde  
Josalie Tonio  
Maybelle Rubio | Jogene San Juan |
| II. ABM and Entrepreneurship  
Research and Immersion | Romel Petajen | Jesslyn Taway, Gina Custodio, Belen Tapas, Brenda Villarey | Dave Tantiado |
| II. STEM  
Math Science | Jezrahel Omadto | Roy Aguilar, Hayne Aguilar, Lyra Tusi, Niño Ceneta, Ranil Velasco, Mary Rose Sta. Rosa | Shelita Valez |
| III. TVL | Amelia Cabrera | Elias Abundo, Merly Gonzales, Herman Bodota, Ernesto Buena, Arnold Valledor, Lorenzo Gando | Elizabeth Vargas |