

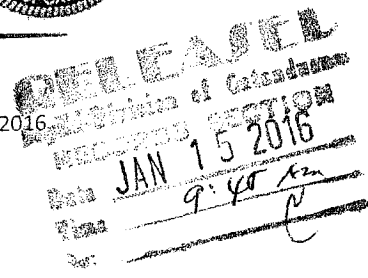


Republic of the Philippines
Department of Education
Region V(Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

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January 15, 2016



DIVISION MEMORANDUM
No. 4, s. 2016

SPECIAL RECRUITMENT, SELECTION, EVALUATION & RANKING OF APPLICANTS FOR TEACHER I POSITION (SECONDARY)

To : OIC, Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
All Other Concerned


1. To facilitate the filling up of vacant Teacher I positions for SY 2015-2016 in the **secondary level** and pursuant to DepEd Order No. 22, s. 2015 re: Hiring Guidelines for the Remaining Teaching Positions Effective SY 2015-2016, the following activities shall be observed:

	Activities	Date	Venue
A. For those who have previously undergone the evaluation process but were not included in the Registry of Qualified Applicants (RQA)	Submission of additional documents/updating of points	January 15-29, 2016	Schools Division Office - Office of the Asst. Schools Div. Superintendent
B. For New Applicants	1. Submission of documents to the Division Selection Committee	January 15-29, 2016	Schools Division Office - Office of the Asst. Schools Div. Superintendent
	2. Evaluation of documents by the Division Selection Committee	February 1-5, 2016	Schools Division Office
	3. Interview & Demo Teaching	February 8-12, 2016	Virac Pilot Elem. School
	4. Administration of English Proficiency Test	(to be announced later)	Schools Division Office
	5. Preparation/Finalization of RQA	February 15-18, 2016	
	6. Submission of RQA to the Schools Division Superintendent for approval	February 19, 2016	

2. New applicants shall submit to the Schools Division Office a written application supported by the following documents:

- CSC Form 212 (Revised 2005) in two copies with the latest 2x2 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 License Examination for Teachers/Professional Board Examination for Teachers
- Certified copy of transcript of records
- 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

- g. Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the Screening Committee
 - h. NBI Clearance
 - i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
3. All teacher-applicants shall take the English Proficiency Test. Previously-ranked teacher applicants who had already taken their EPT may decide whether or not to take the test.
 4. The cut-off score for inclusion in the RQA is seventy (70) points.
 5. The members of the Division Selection Committee shall strictly observe the guidelines stipulated in DepED Order No. 22, s. 2015 for this particular selection and evaluation.
 6. For information, guidance and compliance of all concerned.


SOCORRO V. DELA ROSA
Schools Division Superintendent