



January 18, 2018

RELEASED

DIVISION MEMORANDUM

No. 13, S. 2018

SELECTION AND RECRUITMENT OF SENIOR HIGH SCHOOL TEACHERS

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

DepEd, Division of Catanduanes
RECORDS SECTION
Date JAN 19 2018
Time: 4:40 P.M.
Initial/Signature: [Signature]

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 2018-2019, this Office announces the schedule of activities for the selection and recruitment of SHS teachers viz :

DATE	ACTIVITIES	VENUE	PERSONS/COMMITTEE IN CHARGE
January 22 to February 2, 2018	Submission of Application/ Documents	CID Office	Division Selection Committee
February 6 to 23, 2018	Evaluation of Documents	CID Office	Division Selection Committee
February 24, 2018	English Proficiency Test	CNHS	Division Selection Committee
February 26 to March 16, 2018	Interview, Demonstration Teaching	SDO Conference Hall A	Division Selection Committee
March 17 to April 8, 2018	Preparation of RQA	CID Office	Division Selection Committee
April 9 to April 13, 2018	Review and Finalization of RQA	CID Office	Division Selection Committee

2. The members of the Division Selection and Sub-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.

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

4. 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