



July 8, 2014

DIVISION MEMORANDUM
No. 166, s. 2014

**RECRUITMENT, EVALUATION AND SELECTION OF NEW TEACHER APPLICANTS
FOR SECONDARY SCHOOL TEACHER 1 POSITIONS IN ARLING PANLIPUNAN, MAPEH,
FILIPINO, CHEMISTRY AND PHYSICS**

To: Education Program Supervisors
Public Schools District Supervisors/ In Charge
Elementary and Secondary School Heads
This Division

1. This Office announces the conduct of Recruitment, Evaluation and Selection of Teacher Applicants for Secondary School Teacher I Positions in Araling Panlipunan, MAPEH, Filipino, Chemistry and Physics.
2. The Recruitment, Evaluation and Selection of Teacher Applicants shall be in strict accordance to **DepEd Order No 14, s. 2014 entitled Hiring Guidelines for Teacher I Positions Effective School Year 2014-2014.**
3. The teacher applicants shall submit the required documents to the head of the school nearest their residence, as follows:
 1. CSC Form 212 (Revised 2005) with 2x2 ID picture
 2. Certified Photocopy of PRC Certificate/ License
 3. Certified Photocopy of PBET/ LET ratings
 4. Certified copies of Transcript of Records for Baccalaureate Course preferably with Certification on General Weighted Average signed by the Registrar
 5. Copies of Service Record, Performance Ratings and Sch. Clearance for those with teaching experience
 6. Certificates of Specialized Training, if any
 7. Certified True Copy of Applicant's Voter's ID and/or any proof residency as deemed acceptable by the School Screening Committee
 8. Certified True Copy of NBI Clearance
 9. Omnibus Certification of Authenticity and Veracity of all documents submitted
4. Enclosed are the following:
 - Enclosure No. 1. Schedule of Activities Relative to the Selection Process
 - Enclosure No. 2. School Screening and Division Selection Committees
 - Enclosure No. 3. Evaluation/Deliberation Sheet
5. Immediate dissemination of this Memorandum is enjoined.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CLL/jgv

Incl: As stated

Reference:

DepEd Order No. 14, s. 2014 Revised Guidelines on the Hiring of Teacher I Positions

To be indicated in the Perpetual Index
under the following subjects:

RECRUITMENT SELECTION TEACHERS APPLICANTS

Enclosure No. 1 to Division Memorandum No. _____, s. 2014

SCHEDULE OF ACTIVITIES RELATED TO RECRUITMENT, EVALUATION AND SELECTION OF TEACHER APPLICANTS FOR TEACHER 1 POSITIONS

July 9, 2014	Posting of the announcement for vacant Secondary School Teacher I Positions in Araling Panlipunan, MAPEH, Filipino, Chemistry and Physics
July 21, 2014	Deadline for the submission of application and pertinent documents of teacher applicants to the School Screening Committee
July 22, 2014	Verification of the documents as to completeness, veracity, accuracy and authenticity by the school screening committee
July 23, 2014	Submission of the list of qualified applicants with their corresponding documents by the School Screening Committee to the Division Selection Committee
July 24, 2014	Verification of the documents submitted by the School Screening Committee as to completeness, veracity, accuracy and authenticity by the Division Selection Committee
July 25, 2014	Evaluation of the applicants' Education, Teaching Experience, LET/PBET Rating, Experiential Learning Course, and Specialized Training and Skills by the Division Selection Committee
July 28, 2014 6:30 a.m. to 12:00 noon	Observation and rating of the demonstration teaching of teacher applicants by the Division Selection Committee Venue: MOGCHS
July 28, 2014 1:00 to 5:00 p.m.	Interview of the Teacher Applicants Venue: MOGCHS
July 29, 2014 8:00 a.m.	Administering of English Proficiency Test Venue: MOGCHS
July 30- 31, 2014	Review and consolidation, for check and balance purposes, the result of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation Preparation of separate division-wide Registry of Qualified Applicants by subject area specialization
August 1, 2014	Submission of the complete results of the evaluation of applicants to the SDS for approval. Posting of the RQA

Enclosure No. 2 to Division Memorandum No. _____, s. 2013

**SCHOOL SELECTION COMMITTEES AND DIVISION SELECTION COMMITTEES
FOR THE RECRUITMENT, EVALUATION AND SELECTION OF
TEACHER APPLICANTS FOR TEACHER 1 POSITIONS**

SCHOOL SELECTION COMMITTEE

Secondary Schools

Chairperson: School Head

Members: Department Head of the Learning Area with Vacancy (Routing Member)
3 Teachers from different learning areas

For Small Secondary Schools that do not have department heads

Chairperson: School Head

Members: 4 Teachers from Different Learning Areas

DIVISION SELECTION COMMITTEE

Chairperson: Jean G. Veloso, OIC ASDS

Members: Erlinda G. Dael, EPS, CID Chief Designate
Rhodora A. Rallares, EPS
Johnny D. Redondo, EPS
Reynaldo Cabillan, NAPSSHI President
Myrna S. Motoomull, Ed.D., CSO representative

Secretariat: Claribel Rodriguez
Cheryl Valmores

DELIBERATION SHEET FOR TEACHER 1 APPLICANT (SECONDARY)

Instructions: Please use ball pen/ sign pen in filling out this form. Erasures are discouraged.

Name: _____

School Applied: _____ Home Address: _____

A. FOR THE SCHOOL SCREENING COMMITTEE:

- | | |
|---|----------------|
| Documents Submitted | Remarks |
| 10. CSC Form 212 (Revised 2005) with 2x2 ID picture | _____ |
| 11. Certified Photocopy of PRC Certificate/ License | _____ |
| 12. Certified Photocopy of PBET/ LET ratings | _____ |
| 13. Certified copies of Transcript of Records for Baccalaureate Course
preferably with Certification on General Weighted Average signed by the Registrar | _____ |
| 14. Copies of Service Record, Performance Ratings and Sch. Clearance
for those with teaching experience | _____ |
| 15. Certificates of Specialized Training, if any | _____ |
| 16. Certified True Copy of Applicant's Voter's ID and/or any proof
residency as deemed acceptable by the School Screening Committee | _____ |
| 17. Certified True Copy of NBI Clearance | _____ |
| 18. Omnibus Certification of Authenticity and Veracity of all
documents submitted | _____ |

Certified complete, accurate and true: School Screening Committee

Chairman/ Sch. Head _____ Teacher- Member _____ Teacher- Member _____ Teacher- Member _____ Teacher- Member _____

B. FOR THE DIVISION SELECTION COMMITTEE

CRITERIA	POINTS
a. Education (20 points) - GWA on Baccalaureate Grades	
b. Teaching Experience (15 points) - Years _____ Months _____	
c.	
d. Eligibility Rating (10 points) - LET _____ PBET _____	
e. Experienced learning Course (5 points) (If both criteria have points, find the average. If only one criterion has points, get the points of the said criterion only.) - Field Study _____ Practice Teaching _____ Average _____	
f. Specialized Training (5 points) (specify) _____	

I CERTIFY THAT the above points were shown to me.

Teacher- Applicant

g. Interview (10 points)	* Personality (5points) _____	
	*Potential (5points) _____	

I CERTIFY THAT the above interview points were shown to me.

Teacher- Applicant

h. Demonstration Teaching (20 points)	
---------------------------------------	--

I CERTIFY THAT the demonstration points were shown to me.

Teacher- Applicant

i. Communication Skills (15 points)	
-------------------------------------	--

TOTAL POINTS EARNED _____

WE CERTIFY to the completeness, accuracy, authenticity and veracity of the data contained herein.

Division Selection Committee:

ERLINDA G. DAEL, Ph.D.
EPS, Member

RHODORA A. GALLARES, Ph.D.
EPS, Member

JOHNNY D. REDONDO
EPS, Member

MYRNA MOTOOMULL, Ed.D.
CSO Representative, Member

REYNALDO CABILLAN, Ph.D.
DAPSSHI President, Member

JEAN G. VELOSO
EPS, OIC-ASDS, Chairman