



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
DIVISION OF MISAMIS ORIENTAL  
A.Velez St, Cagayan de Oro City

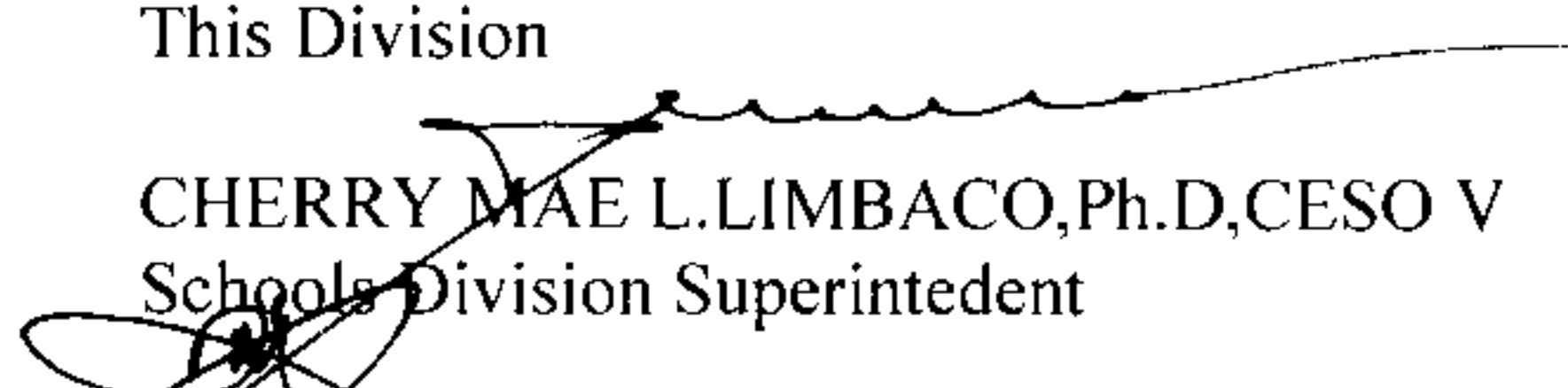


January 5, 2017

DIVISION MEMORANDUM

No. DTG.....s. 2017

TO : Education Program Supervisors  
Public School District Supervisors/ In-Charge  
Elementary and Secondary School Heads  
Senior Education Program Specialists  
Education Program Specialist II  
This Division

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

Re : RECRUITMENT, EVALUATION, AND SELECTION OF NEW  
TEACHER -APPLICANTS FOR TEACHER 1 POSITION IN  
ELEMENTARY AND SECONDARY SCHOOLS ( SY 2017- 2018)

1. This office announces the Ranking of New Teacher Applicants for Teacher 1 Position to fill up either new items or natural vacancies for teacher 1 Positions for Elementary and Secondary levels per DepEd Order No. 7 and D.O. No. 22,s.2015 entitled Hiring Guidelines for Teacher 1 Positions effective School Year 2016- 2017.

2. New applicants shall register to the Department's Online System at [application.deped.gov.ph](http://application.deped.gov.ph), where they must encode their Personal Data Sheet ( PDS) and select the division(s) where they want to be ranked. **Once submitted, a Unique Applicant Number (UAN) will be issued.**

3. Applicants who are not able to submit the UAN shall still be allowed to apply. The UAN shall not be treated as an eligibility requirement. Even without the UAN, applicants may still go through the evaluation process, be ranked in the Registry of Qualified Applicants (RQA), and be hired.

4. All participants shall submit to the school head of the elementary or secondary school where a teacher shortage or vacancy ( regular and/or natural) exists, a written application (preferably with the UAN indicated), supported by the following documents stated below on or before February 28, 2017.

- a. CSC Form 212 (Revised 2005) with 2x2 ID picture

- b. 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
  - c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)
  - d. Certified copy of Transcript of Records with Weighted General Average (WGA) signed by the registrar.  
For Education Graduates- WGA of the baccalaureate Course  
For Second Coursers- WGA of the Baccalaureate Course plus 18 education units
  - e. Copies of the 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.
  - f. Certificates of specialized training ,if any
  - g. Certified copy of the Voter's ID And /or any proof of residency as deemed acceptable by the School Screening Committee.
  - h. NBI Clearance
  - i. Omnibus certification of the completeness, authenticity and veracity of all documents submitted,signed by the applicant which include a statement that the applicant is applying only in the Division of Misamis Oriental. Any violation will automatically disqualify the applicant from the selection process.
  - j. Certification from the Principal stating that the applicant is a bonafide resident of the barangay where the school is located.
5. In the preparation of the pertinent documents, applicants shall observe the following:
- a. Color Cooding of Long-size Folders
    - Green - Elementary
    - Orange- SPED
    - Blue - Junior High
    - Red - Senior High School
  - b. Observe proper arrangement, pagination, fastening and tabbing.
    - The pertinent papers shall be arranged according to what are enumerated in paragraph 2 of this memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number
    - The documents shall be fastened at the top portion inside the folder, while the tabbing is according to the table of contents (a-j) and shall be at the side of the documents.
    - Deliberation sheet shall be attached in the left portion inside the folder.
  - c. Number of copies
    - The applicants shall prepare two sets of pertinent documents following the above preparation
    - In addition to the folders is another copy of the certified PRC certificate/license.

d. Other reminders

• Applicants must bring original copy of the documents during submission to the school screening committee and during the interview by the Division Selection committee.

6. Each applicant is considered new and shall be subject to same screening/selection procedure/criteria based on

D. O.no. 7 s. 2015. Only the qualified applicants who underwent the screening /selection and earned 70 points and above shall be included in the Registry of Qualified Applicants ( RQA).

7. Paragraph 3.4 of D.O.no.14 ,s. 2014, as provided in Sec. 26 (b) paragraph 2 of RA 9293, teachers who have

not practiced their profession for at least five (5) years shall be required to take twelve (12) units of education courses, consisting of at least six (6) units of pedagogy and six (6) units of content courses.

8. Enclosed are the following:

- Enclosure No. 1 – Schedule of activities related to Ranking of Teacher-Applicants
- Enclosure No. 2- School Screening and Division Screening Committee
- Enclosure No. 3 – Deliberation sheet ( Elementary and Junior High School)

9. Immediate dissemination of this Memorandum is highly enjoined

CLL/rom

Incl: As stated

Reference: D.O. No. 7.22, s. 2015 re. Hiring Guidelines for Teacher 1 Positions Effective SY 2015-2016

To be indicated in the perpetual index

Under the following subjects:

Recruitment      Selection      Teacher-Applicants

Enclosure no. 1 to Division Memorandum No. \_\_\_\_s. 2017

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

- January 12- February 28, 2017 – Submission of application and pertinent documents of teacher-applicants to the school screening committee and verification of documents as to completeness, veracity, accuracy and authenticity.
- March 1,2017 - Submission of the list of applicants with corresponding documents by the School Screening committee (SSC) to District Office.
- March 2, 2017 - Submission of the list of applicants with the corresponding documents by the District Office to the Division Selection Committee.
- March 3-10, 2017 - Review of the submitted documents by the Division Selection Committee as to completeness, veracity, accuracy and authenticity
- Evaluation of the applicant's education, TE, LET/PBET rating, Experiential Learning, Specialized Training and Skills.
- March 13-17, 2017 – Demonstration Teaching, Interview and Communication Skills Test ( schedule to be announced later).
- March 20-24, 2017 - Further review and finalization of the RQA
- March 27- 30, 2017 - Printing and reproduction of the RQA
- March 31, 2017 - Furnishing of copies of the RQA to the LGU's, Posting of the RQA to DepEd Misamis Oriental Website ( [www.depedmisor.net](http://www.depedmisor.net))

Teacher-applicants are given only fifteen (15) calendar days after the posting of the RQA to submit a letter request for correction of entry ( if there is any) to the office of the Schools Division Superintendent.

Enclosure No. 2 to Division Memorandum No. \_\_\_\_\_s.2017

**School Screening Committee**

**ELEMENTARY**

Chairperson : School Head  
Members : Four (4) Teachers

**For Primary, incomplete elementary and MG Schools**

Chairperson : Cluster School Head  
Members : Four (40) teachers from the cluster schools

**SECONDARY**

Chairperson : School Head  
Members : Department Head ( Routing Member) , 3 teachers from different learning areas

**For Small Secondary Schools**

Chairperson : School Head  
Members : Four (4) subject leaders from different learning areas

**DIVISION SELECTION COMMITTEE**

**ELEMENTARY AND SPED**

Chairperson : Jean G. Veloso - ASDS  
Members : Rhodora L. Gallares,Ph.D. EPS 1  
Celieto M. Magsayo - EPS 1  
Mary Grace Gallana - EPS 1  
Lynneth R. Abroguena Ph.D.- DESPA Pres.  
Secretariat: Christine Grace Tahud  
Myrna S. Motoomull Ed.D. CSO Rep  
Ma.Teresa Absin,Ph.D- EPS 1  
Ma.Asuncion B. Rafols-MOPSTEA Pres  
Rudy O. Magdugo , Chief SGOD

**SECONDARY**

Chairperson: Jean G. Veloso – ASDS  
Members:

Erlinda G.Dael- Chief CID  
Norberto E. Rosales – EPS 1  
Ma. Asuncion B. Rafols . – MOPSTEA Pres.  
Reynaldo S. Cabillan,Ph.D - DAPSSHI Pres.  
Myrna S. Motoomull, Ed.D - CSO Representative  
Ferminia M. Labis ,Ph.D – EPS 1  
Sally S. Aguilar, Ph.D - EPS 1

Secretariat : Melody L. Baslan

**DELIBERATION SHEET FOR TEACHER I APPLICANT (ELEMENTARY)**

Name: \_\_\_\_\_  
 School Applied: \_\_\_\_\_ Home Address: \_\_\_\_\_ Contact No. \_\_\_\_\_

**A. FOR THE SCHOOL SCREENING COMMITTEE:**

Document Submitted	REMARKS
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 with General Weight Average (GWA) signed by the REGISTRAR <ul style="list-style-type: none"> <li>• For Education Graduates – WGA of the Baccaalaureate Course</li> <li>• For Second Courses –WGA of the Baccaalaureate Course plus The 18 Education units.</li> </ul>	_____
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 signed by the applicant with the Statement that the applicant is only applying in this Division	_____

After thorough verification, we, the members of the School Screening Committee, certify as to the completeness, veracity, accuracy and authenticity of the above documents.

\_\_\_\_\_  
 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 Baccaalaureate Grades	
b. Teaching Experience (15 points) - Years _____ Months _____	
c. Eligibility Rating (10 points) - LET _____ PBET _____	
d. Experience Learning Course (5 points) (if there is no Field Study, use the points in practice Teaching - Fields Study _____ Practice Teaching _____ Average _____	
e. Specialized Training (5 points) (Specify) _____	

I CERTIFY THAT the above points were shown to me.

\_\_\_\_\_  
 Teacher-Applicant

f. Interview (10 points)      * Personality (5 points) * Potential (5 points)	
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I CERTIFY THAT the above points were shown to me.

\_\_\_\_\_  
 Teacher-Applicant

g. Demonstration Teaching (20 points)	
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I CERTIFY THAT the above points were shown to me.

\_\_\_\_\_  
 Teacher-Applicant

SUB-TOTAL POINTS EARNED: \_\_\_\_\_

I CERTIFY THAT the sub-total of my points earned was clearly shown to me.

\_\_\_\_\_  
 Teacher Applicant

h. Communication Skills conducted by NETRC (15 points)	
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GRAND-TOTAL POINTS EARNED: \_\_\_\_\_

I CERTIFY THAT the grand-total of my points earned was clearly shown to me.

\_\_\_\_\_  
 Teacher Applicant

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

**Division Selection Committee**

**RHODORA L. GALLARES, Ph.D.**  
 EPS, Member

**MARIA TERESA M. ABSIN, Ph.D.**  
 EPS, Member

**MARY GRACE V. GALLANA**  
 EPS, Member

**CELIETO M. MAGSAYO**  
 ES1 -Member

**RUDY O. MAGDUGO**  
 Chief ES1, SGOD Member

**LYNNETH R. ABROGUEÑA, Ph.D.**  
 DESPA President, Member

**MA.ASUNCION B. RAFOLS**  
 MOPSTEА President, Member

**MYRNA S. MOTOOMULL, Ed.D.**  
 CSO Representative, Member

**JEAN G. VELOSO**  
 OIC-ASDS, Chairman

**DELIBERATION SHEET FOR TEACHER I APPLICANT (SECONDARY)**

Name: \_\_\_\_\_  
 School Applied: \_\_\_\_\_ Home Address: \_\_\_\_\_ Contact No. \_\_\_\_\_

**A. FOR THE SCHOOL SCREENING COMMITTEE:**

Document Submitted	REMARKS
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 with General Weight Average (GWA) signed by the REGISTRAR <ul style="list-style-type: none"> <li>• For Education Graduates – WGA of the Baccalaureate Course</li> <li>• For Second Courses –WGA of the Baccalaureate Course plus The 18 Education units.</li> </ul>	_____
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 signed by the applicant with the Statement that the applicant is only applying in this Division	_____

**After thorough verification, we, the members of the School Screening Committee, certify as to the completeness, veracity, accuracy and authenticity of the above documents.**

\_\_\_\_\_  
 Chairman/Sch. Head      \_\_\_\_\_ Teacher-Member      \_\_\_\_\_ Teacher-Member      \_\_\_\_\_ Teacher-Member      \_\_\_\_\_ Teacher-Member

**10. FOR THE DIVISION SELECTION COMMITTEE**

CRITERIA	POINTS
a. Education (20 points) -GWA on Baccalaureate Grades	
b. Teaching Experience (15 points) - Years _____ Months _____	
c. Eligibility Rating (10 points) - LET _____ PBET _____	
d. Experience Learning Course (5 points) (if there is no Field Study, use the points in practice Teaching - Fields Study _____ Practice Teaching _____ Average _____	
e. Specialized Training (5 points) (Specify) _____	

I CERTIFY THAT the above points were shown to me.

\_\_\_\_\_  
 Teacher-Applicant

f. Interview (10 points)	* Personality (5 points)	
	* Potential (5 points)	

I CERTIFY THAT the above points were shown to me.

\_\_\_\_\_  
 Teacher-Applicant

g. Demonstration Teaching (20 points)	
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I CERTIFY THAT the above points were shown to me.

\_\_\_\_\_  
 Teacher-Applicant

**SUB-TOTAL POINTS EARNED:** \_\_\_\_\_

I CERTIFY THAT the sub-total of my points earned was clearly shown to me.

\_\_\_\_\_  
 Teacher Applicant

h. Communication Skills conducted by NETRC (15 points)	
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**GRAND-TOTAL POINTS EARNED:** \_\_\_\_\_

I CERTIFY THAT the grand-total of my points earned was clearly shown to me.

\_\_\_\_\_  
 Teacher Applicant

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

**Division Selection Committee**

**ERLINDA G. DAEL, Ph.D.**  
 Chief EPS 1-CID, Member

**FERMINIA M. LABIS, Ph.D.**  
 EPS, Member

**NORBERTO E. ROSALES**  
 EPS, Member

**SALLY S. AGUILAR, Ph.D.**  
 EPS, Member

**MA. ASUNCION B. RAFOLS**  
 MOPSTEA President, Member

**REYNALDO S. CABILLAN, Ph.D.**  
 DAPSSHI President, Member

**MYRNA S. MOTOOMULL, Ed.D.**  
 CSO Representative, Member

**JEAN G. VELOSO**  
 OIC-ASDS, Chairman