



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

26 JANUARY 2022

DIVISION MEMORANDUM

No. **066** s. 2022

**RECRUITMENT, SCREENING, EVALUATION AND SELECTION OF
 NEW TEACHER APPLICANTS FOR TEACHER 1 POSITIONS IN ELEMENTARY,
 KINDERGARTEN, SPED, IPED, JUNIOR HIGH AND SENIOR HIGH SCHOOL
 LEVELS FOR SCHOOL YEAR 2022-2023**

To: **Division Personnel Selection Board (PSB)**
 CID and SGOD Personnel
 Public Schools District Supervisors/District In-Charge
 Public Elementary and Secondary School Heads
 All Others Concerned
This Division

1. This Office announces the Recruitment, Evaluation and Selection of New Teacher Applicants for Teacher I Positions in Elementary, Junior High School and Senior High School Levels for School Year 2021-2022 in accordance with the following DepEd Policies/Guidelines:

Level of Teaching	DepED Policy/Issuance
Elementary, Kindergarten, SPED	<ul style="list-style-type: none"> DO 7, s.2015: <i>Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016</i> DO 22, s.2015: <i>Hiring Guidelines for the Remaining Teaching Positions Effective SY 2015-2016</i>
Junior HS	
IPEd	<ul style="list-style-type: none"> DO 50, s.2016: <i>Hiring Guidelines for Teacher I Positions in Schools Implementing Indigenous Peoples Education Effective School Year 2016-2017</i>
Senior HS	<ul style="list-style-type: none"> DO 3, s.2016: <i>Hiring Guidelines for Senior High School Teaching Positions Effective School Year 2016-2017</i> DO 51, s.2017: <i>Amended Qualification Standards Hiring for Senior High School Teaching Positions in the Technical-Vocational -livelihood Track and Other Clarifications on the Hiring Guidelines.</i>

2. All applicants shall submit to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists. A written application (with a Unique Applicant Number indicated), supported by the following documents stated below shall be submitted between **February 21 – March 4, 2022**:

- CSC Form 212 (Revised 2005) with 2x2 ID Picture
- Certified photocopy of PRC Professional Identification Card or a PRC Certification showing teacher's name, LET rating, and other information recorded in the PRC Office
- Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET/ Professional Board Examination for Teachers (PBET))



Address: Del Pilar-Velez Street, Brgy. 29, Cagayan de Oro City 9000
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- d. Certified copy of Transcript of Records (TOR) with Weighted General Average signed by the School/University Registrar.
 - For Education Graduates – WGA of the Baccalaureate Course
 - For Second Coursers- WGA of Baccalaureate Course plus the Education units earned.

(For WGA Computation, template is available for download at www.depedmisor.net >Downloadables>Templates>Teacher Applicant - Collegiate Record)
 - e. Copies of service record, performance rating, school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability. *For those who are still connected with proved schools/TEIS, clearance may follow on or before April 3, 2021.*
 - f. Certificates of Specialized Trainings, 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. Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant.
3. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity (Item 2.h above). Any violation will automatically disqualify the applicant from the selection process.
4. In the preparation of the pertinent documents, applicants shall observe the following color coding of long-sized ordinary (board) folders:
- | | | | |
|--------------|--------|------------|-------|
| Kindergarten | Pink | Elementary | Green |
| SPEd | Orange | Junior HS | Blue |
| IPEd | Yellow | Senior HS | Red |
5. Observe proper arrangement, pagination, fastening and tabbing.
- a. The pertinent papers shall be arranged orderly based Paragraph 2 of this Division Memorandum.
 - b. There must be a Table of Contents at the top of these documents and each sheet must bear a page number.
 - c. The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the Table of Contents shall be placed at the BOTTOM of the document.
 - d. Deliberation shall be attached at the left portion inside the folder.
(The deliberation sheet is available for download at www.depedmisor.net > Downloadables > Templates > Deliberation Sheet for Teacher Applicants)
6. Applicants shall prepare only **one (1) set** of pertinent documents.
7. Applicants who are already in the RQA (Registry of Qualified Applicants) during the previous School Year will only submit Letter of Intent and additional relevant documents to the District Office for updating of status in the registry. A consolidated list of applicants shall be made upon submission to the Division Office with transmittal letter and receipt by the Receiving Unit Personnel. **Deadline of Submission is on March 7, 2022.** *Note: No Updating shall be done at the District Level.*



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8. Applicants who joined the selection process, had applied at least three (3) times and were not in the RQA are considered NEW APPLICANTS. Therefore, they have to go through the entire screening process.
9. Other reminders:
- Applicants must present **original copies** of the documents during the scheduled Teaching Demonstration and Interview.
 - As provided in Section 26 (b) Paragraph 2 of RA 9293 entitled "An Act Amending Certain Sections of Republic Act Numbered Seventy-eight Hundred and Thirty-six (RA 7836), Otherwise Known as the Philippine Teachers Professionalization Act of 1994", teachers who have not practiced their profession for the past five (5) years shall be required to take 12 units of education courses, consisting of at least (6) units of pedagogy and six (6) units of context courses.
 - For applicants who will take the English Proficiency Test (EPT) and as stipulated in Paragraph 2 of DepED Memorandum no.16, s.2019 entitled "Administration of the English Proficiency Test to Teacher Applicants Nationwide", he/she shall be allowed to take the test only once regardless of the number of plantilla positions and schools divisions the applicant is applying for. The result of the EPT shall be valid for two (2) years from the time of the test administration.
10. Enclosed to this memorandum are the following:
- a) *Enclosure No.1* - Timeline of Activities on Recruitment, Screening, Evaluation and Selection of New Teacher Applicants for Teacher I Positions in Elementary, Kindergarten, SPED, IPED, Junior High and Senior High School Levels for School Year 2022-2023
 - b) *Enclosure No.2* – Division Selection Committee and School Screening Committee
11. Immediate dissemination of and strict compliance with this Memorandum is directed.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent 

Encl.: As stated

References: DO 7, s.2015; DO 22, s.2015; DO 3, s.2016; DO 51, s.2017

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

POLICY	RECRUITMENT
SELECTION	SCHOOLS
TEACHER-APPLICANTS	

SGOD, HRD-IKM-GPM



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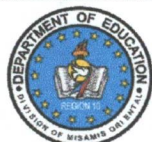
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Enclosure No. 1 to Division Memorandum No. _____, s.2022

TIMELINE OF ACTIVITIES
RECRUITMENT, SCREENING, EVALUATION AND SELECTION OF
NEW TEACHER APPLICANTS FOR TEACHER 1 POSITIONS IN ELEMENTARY,
KINDERGARTEN, SPED, IPED, JUNIOR HIGH AND SENIOR HIGH SCHOOL
LEVELS FOR SCHOOL YEAR 2022-2023

- February 17 **Virtual Orientation of Teacher Applicants – Batch 1**
 (Magsaysay – Tagoloan Districts)
 8:00am – 12:00nn – Elementary Teacher Applicants
 1:00pm – 5:00pm – Secondary Teacher Applicants
- February 18 **Virtual Orientation of Teacher Applicants – Batch 2**
 (MOGCHS – Lugait Districts)
 8:00am-12:00nn – Elementary Teacher Applicants
 1:00pm-5:00pm- Secondary Teacher Applicants
- Jan. 25 – Feb. 15 Online Registration Period
Registration Link: **bit.ly/VOTAOnlineReg**
- February 21 – March 4 **Submission of Application and Pertinent Documents**
(New Applicant & For Updating)
Elementary/ Kindergarten/ SPED/ IPed – School Head of Elementary
Junior/ Senior High School – School Head of the Junior / Senior HS
where a teacher shortage or vacancy (regular and/or natural)
exists.
- February 21 **Special Conference for the Screening and Preparation of**
Teacher-Applicants Demo-Teaching and Interview
- March 7–11 **District Level Consolidation and Online Encoding of the**
Masterlist of New Applicants
(Note: Template will be provided by the Division Secretariat)
- March 14–18 **Submission of Application Folders of New Applicants**
 (from the District Office to the Division Office)
- March 22 **Special Conference for the Screening Committee and**
Secretariat
- March 28 – April 8 **Demonstration Teaching and Interview (Face-to-Face)**

Date/Cluster 1(1 st Congressional District)	Date/ Cluster 2 (2nd Congressional District)	Level of Teaching
March 29 – 30	March 31– April 1	Elementary, SPED, Kindergarten, IPED
April 5	April 6	Junior High School
April 7	April 8	Senior High School



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April 11–29	Consolidation of Results after the Deliberation and Evaluation of Documents, Demonstration Teaching and Interview following the required Division template.
April 25 – May 6	Further review and finalization of the RQA
May 9–13	Printing and Reproduction of the RQA
May 16–20	Posting of the RQA to 3 conspicuous areas

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.



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Enclosure No. 2 to Division Memorandum No. _____, s.2022

DIVISION SELECTION COMMITTEE

Overall Chairman

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent

Vice-Chairmen

MARIA TERESA M. ABSIN
SGOD Chief

ERLINDA G. DAEL
CID Chief

Members

RHODORA L. GALLARES, ES – OIC-AO V

REYNALDO V. MAGAN, PESPA President

MA. ASUNCION G. RAFOLS, MOSPTEA President

ABDON R. BACAYANA, DAPSHII President

HORACE AMELIA Q. NACUA, PADS President

ERIC O. MABELIN, Division Federated PTA Pres.

All Education Program Supervisors

All Senior Education Program Specialists

All Public Schools District Supervisors/ District In-Charge

SECRETARIAT/DOCUMENTER

Chairman:

GERRY P. MADRID, EPS II-SMME

Vice-Chairmen:

MELANIE C. ESTENZO, HRM Officer

EDWIN L. GAMOROT, Planning Officer

MARK LORREN T. TEJANO, Budget Officer

Members:

EMAN A. LACHICA, EPS II-HRD

CATHERINE ANNE S. BALANAY, EPS II-SMN

CHERYL D. UBALDE, EPS II-ALS

ANDRIAN F. TECSON, EPS II-ALS

KIM ERIC G. LUBGUBAN, PDO II-LR

NIÑO JOMAR S. CABLAY, AO IV

ARLENE VALMORES, AO III

SHANE YANNAH B. MAGDUGO, AO III

CHRISTINE G. TAHUD, AO II

FELY R. QUEZON, AO II

JENNIFER C. ARIASA, AO II

BETTY R. SALIRING, AO II

REINA CRISTI L. CONSOLACION, AO II

PETE JOHN NESLY B. PONGCOL, AO II

KEITH EOLENE JANE P. PACULBA, AO II

PAUL DOMINIC F. SAA, AO II

KARL JOSEPH A. NORIGA, ADA I-IT Staff

All District ICT Coordinators



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