



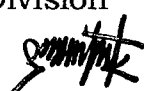
Republic of the Philippines
Department of Education


DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 031, series 2019

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

FROM : 
RANDOLPH B. TORTOLA
Schools Division Superintendent

SUBJECT : 
**RECRUITMENT, EVALUATION, AND SELECTION OF
NEW TEACHER APPLICANTS FOR TEACHER I
POSITIONS IN ELEMENTARY AND SECONDARY
SCHOOLS (SY 2019-2020)**

DATE : January 14, 2019

1. This Office announces the Recruitment, Evaluation and Selection of New Teacher Applicants for Teacher I Positions in Elementary, and Secondary Level for School Year 2019-2020 following DepEd Order No.7 and DepEd Order No. 22, s. 2015 entitled Hiring Guidelines for Teacher I Positions Effective School Year 2015-2016 and DepEd Order No. 3, s 2016 for Senior High School.
2. All Elementary applicants shall submit their pertinent documents to the District Offices while the Junior and Senior High School applicants shall submit to the School Head of the Junior / Senior High School where a teacher shortage or vacancy (regular and/or natural) exists.
3. A written application (preferably with a Unique Applicant Number or UAN indicated), supported by the following documents stated below shall be submitted between **February 11-15, 2019**;
 - a. CSC Form 212 (Revised 2005) with 2x2 ID Picture
 - b. 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.
 - 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 (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.
- 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 March 31, 2019.*
 - 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.
4. In the preparation of the pertinent documents, applicants shall observe the following color coding of long-size folders;
- a. Kindergarten - Pink
 - b. SPED - Orange
 - c. Green - Elementary
 - d. Secondary - Blue
 - e. 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. Number of copies
- a. The applicants shall prepare only **one set** of pertinent documents.
7. Applicants who applied last SY 2018-2019 and SY 2017-2018 may update and submit relevant documents to the following Division Personnel only;

Kindergarten/Elementary	- Antoinette M. Magallanes
Junior High School	- Christine Tahud
Senior High School	- Gerry P. Madrid

Note: No updating shall be done at the District Level.

8. Applicants who joined the selection process and had applied at least three (3) times but were not hired are considered NEW APPLICANTS. Therefore, they have to go through the entire screening process.

TIMELINE OF ACTIVITIES ON RECRUITMENT, EVALUATION AND SELECTION OF NEW TEACHER APPLICANTS FOR TEACHER I POSITIONS IN ELEMENTARY, AND SECONDARY LEVEL FOR SCHOOL YEAR 2019-2020

- January 31, 2019 **Orientation of Teacher Applicants** (Magsaysay-Tagoloan Districts)
8:00am-12:00nn – Elementary Teacher Applicants
1:00pm-5:00pm- Secondary Teacher Applicants
Venue: Baliwagan NHS
- February 1, 2019 **Orientation of Teacher Applicants** (MOGCHS-Lugait Districts)
8:00am-12:00nn – Elementary Teacher Applicants
1:00pm-5:00pm- Secondary Teacher Applicants
Venue: Opol National Technical Secondary School
- February 11-15, 2019 **Submission of Application and Pertinent Documents (New Applicant & For Updating)**
Kindergarten/ Elementary - District Office
Junior High School - School Head of the Junior / Senior High School where a teacher shortage or vacancy (regular and/or natural) exists
Senior High School - School Head of the Junior / Senior High School where a teacher shortage or vacancy (regular and/or natural) exists
- February 11-15, 2019 **Online Application for the English Proficiency Test (EPT) through bit.ly/MisOrEPT2019SignUp**
(Note: Only New Applicants who submitted pertinent documents through the District Office or School Head shall apply online)
- February 18, 2019 **Submission of Folders for Updating from the District Office to the Division Office**
- March 4-8, 2019 **Demonstration Teaching, and Interview**
- March 11, 2019 **Online submission of the Partial Result of the Demonstration, Interview and Deliberation following the required Division template.**
- March 12, 2019 **Submission of Hard Copy of the Partial Result of the Demonstration, Interview and Deliberation following the required Division RQA template.**
- March 18-22, 2019 **Further review and finalization of the RQA**

SCREENING COMMITTEE

DISTRICT SCREENING COMMITTEE

Kindergarten/SPED/Elementary

Chairperson : Public Schools District Supervisor
Members : Four (4) School Principals/ SIC/Masterteacher

Secondary

Chairperson : School Head
Members : Department Head (routing members)
Three teachers from different learning areas

DIVISION SELECTION COMMITTEE

Kindergarten/SPED/Elementary

Chairperson : Rowena H. Para-on, ASDS
Members : Rudy O. Magdugo, Chief SGOD
Celieto B. Magsayo – ES
Mary Grace Gallana – ES
Ma. Teresa M. Absin- ES
Merly B. Mabelin - ES
Lynneth R. Abroguena- DESPA President
Myrna M. Motomull, Ed.D – CSO Rep
Ma. Asuncion B. Rafols – MOPSTEA Rep
Secretariat : Antoinette M. Magallanes

Secondary

Chairperson : Rowena H. Para-on, ASDS
Members : Erlinda G. Dael, Chief CID
Norberto E. Rosales – ES
Johnny Redondo – ES
Ferminia M. Labis- ES
Sally S. Aguilar – ES
Rhodora L. Gallares – ES
Nelson B. Absin - ES
Reynaldo S. Cabillan- DAPSSHI President
Myrna M. Motomull, Ed.D – CSO Rep
Ma. Asuncion B. Rafols – MOPSTEA Rep
Secretariat : Christine Tahud
Gerry P. Madrid

Over-All Secretariat: Gerry P. Madrid, EPS II

Members : Christine Tahud, Antoinette Magallanes, Fely M. Quezon,
Nino Jomar Cablay, Jennifer Ariasa and Shayne Yanna
Magdugo

**DIVISION MONITORING TEAM DURING THE CONDUCT OF THE
TEACHING DEMONSTRATION AND INTERVIEW FOR YEAR 2019-2020
MARCH 4-8, 2019**

NO	DISTRICT	MONITORS
1	MAGSAYSAY I	Irish Karylle D. Monte SEPS
2	MAGSAYSAY II	
3	MEDINA	
4	TALISAYAN	Merly B. Mabelin ES
5	KINOGUITAN/ BALINGOAN	Erlinda G. Dael Chief, CID
6	SUGBONGCOGON/ BINUANGAN	
7	SALAY	Ma. Teresa M. Absin ES
8	LAGONGLONG	
9	BALINGASAG NORTH	Rudy O. Magdugo Chief, SGOD
10	BALINGASAG SOUTH	
11	JASAAN	
12	VILLANUEVA	Eman A. Lachica EPS II
13	TAGOLOAN	Rhodora L. Gallares ES/ OIC AO
14	CLAVERIA I	
15	CLAVERIA II	
16	MOGCHS	Gerry P. Madrid EPS II
17	OPOL	
18	ALUBIJID	Lindo M. Cayadong SEPS
19	LAGUINDINGAN	
20	LIBERTAD	
21	GITAGUM	Nelson B. Absin ES
22	INITAO	Danny A. Asio SEPS
23	NAAWAN	
24	MANTICAO	
25	LUGAIT	Celieto B. Magsayo ES