



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Velez St., Cagayan de Oro City  
[www.depedmisor.net](http://www.depedmisor.net)



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January 5, 2016

DIVISION MEMORANDUM

No. 65, s.2016

**RECRUITMENT, EVALUATION, AND SELECTION OF NEW TEACHER  
APPLICANTS FOR TEACHER 1 POSITIONS IN ELEMENTARY AND  
SECONDARY SCHOOLS (SY 2016-2017)**

TO : Education Program Supervisors  
Public Schools District Supervisors/In-charge  
Elementary and Secondary School Heads  
This Division

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 2015-2016.
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 applicants 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 January 30,2016.
  - 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 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.

For those who are still connected with private schools/institutions, clearance may follow on or before March 31, 2016

- 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.**

5. In the preparation of the pertinent documents, applicants shall observe the following:

- a. Color Coding of Long-size Folders

Green - Elementary

Orange - SPED

Blue – Secondary

- 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 right portion inside the folder while the tabbing, according to the table of contents (a-i), shall be at the bottom of the documents.
- Deliberation 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 who underwent the screening/selection 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 the past 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 context 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 Selection Committee
  - Enclosure No. 3 – Deliberation Sheets( elementary & secondary)
9. Immediate dissemination of this Memorandum is highly enjoined.



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

CLL/rom

Incl: As Stated

Reference : D.O. No.7, 22, s. 2015 entitled Hiring Guidelines for Teacher 1 Positions Effective School Year 2015-2016

To be indicated in the Perpetual Index

Under the following subjects:

Recruitment      Selection      Teacher-Applicants

Enclosure No. 1 to Division Memorandum No. 05s.2016

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

- January 12-30,2016 –Submission of application and pertinent documents of teacher applicants to the school screening committee, and verification of the documents as to completeness, veracity, accuracy and authenticity.
- February 2, 2016 –Submission of the list of applicants with the corresponding documents by the School Screening Committee to the District Office.
- February 3,2016 – Submission of the list of applicants with the corresponding documents by the District Office to the Division Selection Committee
- February 4-5,8-9,2016 - Review of the documents submitted by the Division Selection Committee as to the completeness, veracity, accuracy and authenticity.Evaluation of the applicant’s Education, Teaching experience, LET/PBET Rating, Experiential Learning, Specialized Training and Skills by the Division Selection Committee.
- February 10 to March 11, 2016 -Demonstration Teaching, Interview and Communication Skills Test. (Schedule of the test will be announced in a separate memorandum.)
- March 16-19, 2016 – Further review and finalization of the RQA.
- March 23-28,2016 - Printing and reproduction of the RQA
- March 31,2016 - Furnishing 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. 05 s.2016

***School Screening Committee***

**ELEMENTARY**

Chairperson: School Head  
Members: Four (4) teachers  
For Primary , incomplete elementary and MG Schools  
Chairperson: Cluster School Head  
Members: Four (4) teachers from the cluster schools

**SECONDARY**

Chairperson : School Head  
Members : Department Head (Routing Member) , 3teachers from different learning areas.  
For Small Secondary Schools  
Chairperson : School Head  
Members: Four (4) subject leaders from different learning areas

**Division Selection Committee**

***Elementary & SPED***

Chairperson: Jean G. Veloso- ASDS  
Members:

Rhodora L. Gallares,Ph.D- EPS 1	Ma.Teresa M. Absin,Ph.D.- EPS 1
Celieto M. Magsayo – EPS 1	Manolito V. Sale Sr. – MOPSTEA President
Mary Grace Gallana – EPS 1	Rudy O. Magdugo – chief SGOD
Lynneth R. Abroguena Ph.D -DESPA Pres.	
Myrna S. Motoomull. Ed.D - CSO Rep.	

Secretariat: Jemeryn O Buhisan

***Secondary***

Chairperson: Jean G. Veloso – ASDS  
Members:

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

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 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

**B. FOR THE DIVISION SELECTION COMMITTEE**

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

I CERTIFY THAT the above points were shown to me.

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

f. <b>Interview (10 points)</b>	* Personality (5 points)	
	* Potential (5 points)	

I CERTIFY THAT the above points were shown to me.

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

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

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

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

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

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

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

I CERTIFY THAT the my sub-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 THERESA M. ABSIN, Ph.D.**  
EPS, Member

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

**CELIETO M. MAGSAYO**  
EPS, Member

**RUDY O. MAGDUGO**  
EPS, Member

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

**MANOLITO V. SALE, SR.**  
MOPSTEA 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	_____
• For Education Graduates – WGA of the Baccalaureate Course	
• For Second Courses –WGA of the Baccalaureate Course plus The 18 Education units.	
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. <b>Education (20 points)</b> -GWA on Baccalaureate Grades	
b. <b>Teaching Experience (15 points)</b> - Years _____ Months _____	
c. <b>Eligibility Rating (10 points)</b> - LET _____ PBET _____	
d. <b>Experience Learning Course (5 points)</b> (if there is no Field Study, use the points in practice Teaching - <b>Fields Study</b> _____ <b>Practice Teaching</b> _____ <b>Average</b> _____	
e. <b>Specialized Training (5 points) (Specify)</b> _____	

I CERTIFY THAT the above points were shown to me.

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

f. <b>Interview (10 points)</b>	* <b>Personality (5 points)</b>	
	* <b>Potential (5 points)</b>	

I CERTIFY THAT the above points were shown to me.

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

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

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

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

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

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

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

I CERTIFY THAT the my sub-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.**  
EPS, Member

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

**NORBERTO E. ROSALES**  
EPS, Member

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

**MANOLITO SALLE, SR.**  
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