

Republic of the Philippines Department of Education Region X – Northern Mindanao **DIVISION OF MISAMIS ORIENTAL**



Del Pilar-Velez St., Cagayan de Oro City

January 7, 2015

DIVISION MEMORANDUM No. 00 , s.

RECRUITMENT, EVALUATION AND SELECTION OF NEW TEACHER APPLICANTS FOR TEACHER 1 POSITIONS IN ELEMENTARY AND SECONDARY SCHOOLS

To: **Education Program Supervisors**

> Public Schools District Supervisors/ In Charge Elementary and Secondary School Heads

This Division

- This Office announces the Ranking of New Teacher Applicants for Teacher 1 Position to fill up either the new items or natural vacancies for Teacher 1 Positions for kindergarten. elementary and secondary levels per DepEd Order No. 14, s. 2014 entitled Hiring Guidelines for Teacher I Positions Effective School Year 2014-2015.
- 2. Interested applicants shall submit to the Elementary/ Secondary School Screening Committee their pertinent documents from January 12-30, 2015, as follows:
 - a. CSC Form 212 (Revised 2005) with 2x2 ID picture
 - b. Certified Photocopy of PRC Certificate/ License
 - c. Certified Photocopy of PBET/ LET ratings
 - d. Certified copies of Transcript of Records with General Weighted Average (GWA) signed by the Registrar * For Education Graduates - WGA of the Baccalaureate Course

*For Second Coursers - WGA of the Baccalaureate Course plus the 18 Education Units

e. Copies of Service Record, Performance Ratings and School Clearance for those with teaching experience *For those who are still connected with private schools/ other institution,

clearance may follow on or before March 31, 2015

- f. Certificates of Specialized Training, if any
- g. Certified True Copy of Applicant's Voter's ID and/or any proof residency as deemed acceptable by the School Screening Committee
- h. Certified True Copy of NBI Clearance
- i. Omnibus Certification of Authenticity and Veracity of all documents submitted signed by the applicant which includes a statement that the applicant is applying only in the Division of Misamis Oriental
- The preparation of the pertinent documents shall observe the following: 3.
 - a. Color Coding of Long-Size Folders

*Pink - Kindergarten

*Orange - SPED

*Green - Elementary

*Blue - Secondary

- b. Arrangement, Pagination, Fastening and Tabbing
 - The pertinent documents shall be arranged according to what are enumerated in paragraph 2 of this Memorandum. There must be a table of contents on the top most 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.
- The deliberation sheet shall be attached at 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 two folders is another copy of the Certified PRC Certificate/ License
- d. Other reminders
 - Applicants must bring the original copy of the documents submitted during the submission of documents to the School Screening Committee and during the Interview by the Diviion Selection Committee
- 4. It is not stipulated in the new guidelines that old applicants may only update previous rank by adding new documents if there are any. Each applicant is therefore considered new and shall be subject to same screening/selection procedure. Only the qualified applicants who undergo the screening/ selection shall be included in the Registry of Qualified Applicants (RQA)
- Paragraph 3.4 of DepEd Order No. 14, s. 2014. As provided in Sec 26 (b) Paragraph 2 of 5. RA 9293, teachers who have not practiced their profession for the past five (5) years shall be required to take at least twelve (12) units of education courses, consisting of at least six (6) units of pedagogy and six (6)units of context courses.
- 6. Enclosed are the following:
 - Enclosure No. 1 Schedule of Activities Related to Ranking of Teacher Applicants
 - Enclosure No. 2 School Screening and Division Selection Committees
 - Enclosure No. 3 Deliberation Sheet
- 7. Immediate dissemination of this Memorandum is enjoined.

CHERRY MAÉ L. LIMBACO, Ph.D., CESO V

Schools Division Superintendent

CLL/jgv

Incl: As stated

Reference: DepEd Order No. 14, s. 2014 entitled Hiring Guidelines for Teacher I Positions Effective School Year 2014-2015

To be indicated in the Perpetual Index

under the following subjects:

RECRUITMENT

SELECTION

TEACHERS APPLICANTS

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

SCHOOL SCREENING COMMITTEE

ELEMENTARY which includes Kindergarten and SPED

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)

3 Teachers from different learning areas

For small secondary schools which do not have department heads

Chairperson: School Head

Members: four (4) subject leaders from different learning areas

DIVISION SELECTION COMMITTEES

ELEMENTARY which includes Kindergarten and SPED

Chairperson: Jean G. Veloso

OIC, Assistant Schools Division Superintendent

Members: Rhodora L. Gallares, Ph.D.,

Education Program Supervisor

Ma. Teresa M. Absin, Ph.D.

Education Program Supervisor

Norberto E. Rosales

Education Program Supervisor

Manolito V. Sale, Sr.

MOPSTFA President

Mary Grace V. Gallana

Education Program Supervisor

Rudy O. Magdugo

Education Program Supervisor

Lynneth R. Abroguena, Ph.D. ESP II, DESPA President

Myrna S. Motoomull, Ed.D.

Civil Society Organization Representative

SECONDARY

Chairperson: Jean G. Veloso

OIC, Assistant Schools Division Superintendent

Members:

Erlinda G. Dael, Ph.D.

Education Program Supervisor

Johnny D. Redondo

Education Program Supervisor

Ferminia M. Labis, Ph.D.

Education Program Supervisor

Meylinda M. Paceno

Education Program Supervisor

Reynaldo S. Cabillan, Ph.D.

Manolito V. Sale, Sr.

SSP III, DAPSSHI President

MOPSTEA President

Myrna S. Motoomull, Ed.D. Civil Society Organization Representative

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

SCHOOL SCREENING COMMITTEE

ELEMENTARY which includes Kindergarten and SPED

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)

3 Teachers from different learning areas

For small secondary schools which do not have department heads

Chairperson: School Head

Members: four (4) subject leaders from different learning areas

DIVISION SELECTION COMMITTEES

ELEMENTARY which includes Kindergarten and SPED

Chairperson: Jean G. Veloso

OIC, Assistant Schools Division Superintendent

Members:

Rhodora L. Gallares, Ph.D.,

Mary Grace V. Gallana

Education Program Supervisor

Education Program Supervisor

Ma. Teresa M. Absin, Ph.D.

Rudy O. Magdugo

Education Program Supervisor

Education Program Supervisor

Norberto E. Rosales

Lynneth R. Abroquena, Ph.D.

Education Program Supervisor

ESP II, DESPA President

Manolito V. Sale, Sr.

Myrna S. Motoomull, Ed.D

MOPSTEA President

Civil Society Organization Representative

Secretariat: Jemeryn O. Buhisan

SECONDARY

Chairperson: Jean G. Veloso

OIC, Assistant Schools Division Superintendent

Members:

Erlinda G. Dael, Ph.D.

Johnny D. Redondo

Education Program Supervisor

Education Program Supervisor

Ferminia M. Labis, Ph.D.

Meylinda M. Paceno

Education Program Supervisor

Education Program Supervisor

Reynaldo S. Cabillan, Ph.D.

Manolito V. Sale, Sr. MOPSTEA President

SSP III, DAPSSHI President

Myrna S. Motoomull, Ed.D Civil Society Organization Representative

Secretariat: Melody L. Baslan

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

January 12-30, 2	teacher ap Verification	of application and pertinent documents of new plicants to the School Selection Committee, and of the documents as to completeness, veracity, and authenticity
February 2, 201		of the list of applicants with their corresponding by the School Screening Committee to the District
February 3, 201		n of the list of applicants with their corresponding by the District Office to the Division Selection
February 4-6, 9,	t,	the documents by the submitted by the Division Committee as to the completeness, veracity, accuracy nticity
	LET/PBET	of the applicants' Education, Teaching Experience, Rating, Experiential Learning Course, and Specialized and Skills by the Division Sub-Committee
February 10- Ma	arch 13 Demonstra Test	tion Teaching, Interview and Communication Skills

March 16-20, 2015

Further Review and Finalization of the RQA

March 23 - 27, 2015

Printing and Reproduction of the RQA

Schedule will be announced later.

March 30, 2015

Furnishing Copies of the RQA to the LGUs

Posting of the RQA to DepEd Misamis Oriental Website

www.depedmisor.net

 Teacher applicants are given only one week 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.

1747	ied:	Home Address:	Contact #	
C.	FOR THE SCHOOL SCREENI	NG COMMITTEE:		
	Documents Submitted		Re	marks
	1. CSC Form 212 (Revised	2005) with 2x2 ID picture		
	2. Certified Photocopy of			
	3. Certified Photocopy of		·	
	8 87	script of Records with General	-	
		VA) signed by the Registrar	· · · · · · · · · · · · · · · · · · ·	
		ates – WGA of the Baccalaureate Cou	irse	
		WGA of the Baccalaureate Course pl	us	a .
	the 18 Education Units			
	The same of the sa	rd, Performance Ratings and Sch. Cle	arance	_
	for those with teaching			
	Certificates of Specialization			-
		Applicant's Voter's ID and/or any pro		=
		cceptable by the School Screening Co	ommittee	
	Certified True Copy of			_
		of Authenticity and Veracity of all	1	::
	documents submitted	signed by the applicant with the		
	statement that the app	olicant is only applying in this Division		
Aft		, the members of the School Screen		Ė
		cy and authenticity of the above do		
		ಆ≢ುಟು∷ಾರು. ನಾಡುರುಕ್ಕಾರಾಗ್ಯಾನಕ್ಕಿನ್ನ ನಾಗರಿ ಕೌಡೆನ್ನಿನ ನೌಕೆನಿ	and which A time 7s in	
rman/	Sch Head Teacher- Me	mber Teacher- Member Teac	her- Member Teacher- N	/lember
mati/			restance remained in	
	10. FOR THE DIVISION SEL	ECTION COMMITTEE		an ima
	CRITERIA		PC	INTS
8	. Education (20 points)	21 Sept 9		
	- GWA on Baccalaure			
į	 Teaching Experience (15 			
	- Years	Months		
	 Eligibility Rating (10 poi 			
	LET	PBET		
(urse (5 points) (If there is no Field St	udy, use the points in	
	Practice Teaching	ng.)		
		Practice Teaching Average		
	 Specialized Training (5 p 			
I CER	TIFY THAT the above points	were shown to me.		
			Teacher-	Applicant
1	Interview (10 points)	* Personality (5points)		
		*Potential (5points)		
I CER	TIFY THAT the above intervie	ew points were shown to me.		
			Teacher-	Applicant
	g. Demonstration Teaching	(20 points)		
	g. Demonstration reaching	(20 points)		
I CER	TIFY THAT the demonstration			
I CER			Teacher- A	pplicant
I CER		n points were shown to me.		
	TIFY THAT the demonstration	n points were shown to me. SUB-T	OTAL POINTS EARNED:	
	TIFY THAT the demonstration	n points were shown to me.	OTAL POINTS EARNED:	
	TIFY THAT the demonstration	n points were shown to me. SUB-T	OTAL POINTS EARNED:	
	TIFY THAT the demonstration	n points were shown to me. SUB-T	OTAL POINTS EARNED:	
	TIFY THAT the demonstration	n points were shown to me. SUB-T of my points earned was clearly show	OTAL POINTS EARNED:	
	TIFY THAT the demonstration	SUB-T of my points earned was clearly show	OTAL POINTS EARNED: wn to me. Teacher Applica	
I CERT	TIFY THAT the demonstration FY THAT the my sub-total of the communication Skills communication	SUB-T of my points earned was clearly shown onducted by NETRC (15 points) GRAN	TOTAL POINTS EARNED: wn to me. Teacher Applica	
I CERT	TIFY THAT the demonstration FY THAT the my sub-total of the communication Skills communication	SUB-T of my points earned was clearly show	TOTAL POINTS EARNED: wn to me. Teacher Applica	
I CERT	TIFY THAT the demonstration FY THAT the my sub-total of the communication Skills communication	SUB-T of my points earned was clearly shown onducted by NETRC (15 points) GRAN	TOTAL POINTS EARNED: wn to me. Teacher Applica ID TOTAL POINTS EARNED e.	
I CERT	TIFY THAT the demonstration FY THAT the my sub-total of the communication Skills communication	SUB-T of my points earned was clearly shown onducted by NETRC (15 points) GRAN	TOTAL POINTS EARNED: wn to me. Teacher Applica	
I CERT	TIFY THAT the demonstration IFY THAT the my sub-total of h. Communication Skills confirm the total of my points.	SUB-T of my points earned was clearly show onducted by NETRC (15 points) GRAN ints earned was clearly shown to me	Teacher Application Teacher Application Teacher Application Teacher Application Teacher Applicant	
I CERT	TIFY THAT the demonstration IFY THAT the my sub-total of h. Communication Skills constructed by the state of the completeness.	SUB-T of my points earned was clearly shown onducted by NETRC (15 points) GRAN	Teacher Application Teacher Application Teacher Application Teacher Application Teacher Applicant	
I CERT	TIFY THAT the demonstration IFY THAT the my sub-total of h. Communication Skills confirm the total of my points.	SUB-T of my points earned was clearly show onducted by NETRC (15 points) GRAN ints earned was clearly shown to me	Teacher Application Teacher Application Teacher Application Teacher Application Teacher Applicant	
I CERT	TIFY THAT the demonstration IFY THAT the my sub-total of h. Communication Skills control of the total of my point in the total of my point in the total of my point in the completeness on Selection Committee:	SUB-T of my points earned was clearly shown onducted by NETRC (15 points) GRAN ints earned was clearly shown to me	Teacher Application Teacher Application Teacher Application Total Points Earned Teacher Applicant Teacher Applicant of the data contained herein.	
I CERT	TIFY THAT the demonstration IFY THAT the my sub-total of h. Communication Skills control of my points. ERTIFY to the completeness on Selection Committee: ERLINDA G. DAEL, Ph.D.	SUB-T of my points earned was clearly show onducted by NETRC (15 points) GRAN ints earned was clearly shown to me , accuracy, authenticity and veracity of	Teacher Application of the data contained herein. MEYLINDA M. PACENO	
I CERT	TIFY THAT the demonstration IFY THAT the my sub-total of h. Communication Skills control of the total of my point in the total of my point in the total of my point in the completeness on Selection Committee:	SUB-T of my points earned was clearly shown onducted by NETRC (15 points) GRAN ints earned was clearly shown to me	Teacher Application Teacher Application Teacher Application Total Points Earned Teacher Applicant Teacher Applicant of the data contained herein.	
I CERT	h. Communication Skills constrained by THAT the my sub-total of h. Communication Skills constrained by THAT the total of my point of the completeness on Selection Committee: ERLINDA G. DAEL, Ph.D. EPS, Member	SUB-T of my points earned was clearly show conducted by NETRC (15 points) GRAN ints earned was clearly shown to me , accuracy, authenticity and veracity of FERMINIA M. LABIS, Ph.D. EPS , Member	Teacher Application of the data contained herein. MEYLINDA M. PACENO EPS, Member	int
I CERT	TIFY THAT the demonstration IFY THAT the my sub-total of h. Communication Skills control of my points. ERTIFY to the completeness on Selection Committee: ERLINDA G. DAEL, Ph.D.	SUB-T of my points earned was clearly show onducted by NETRC (15 points) GRAN ints earned was clearly shown to me , accuracy, authenticity and veracity of	Teacher Application of the data contained herein. MEYLINDA M. PACENO	nnt

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

JEAN G. VELOSO OIC-ASDS, Chairman

A.			Home Address:					
		CHOOL SCREENII	NG COMMITTEE:					Mary School of Breeze
		s Submitted	CARAGEMENT AND THE ANYTHE	2 13				Remarks
			2005) with 2x2 ID		-			
			PRC Certificate/ Lic	cense	-			;
			PBET/ LET ratings	ML C. L.	-			
			script of Records v		-			
			VA) signed by the R		Comme			
			ates – WGA of the I					
		second Coursers - 8 Education Units	WGA of the Bacca	uureate Cour	se pius			8
	97.5.00		s rd, Performance Ra	tings and Sch	Clearance	<u>.</u>		
		s or service Recoi		icingo and oth	. Cicarance	-		
		Charles and The Control of the Contr	ed Training, if any					
			Applicant's Voter's	ID and/or any	proof _			
			cceptable by the So			tee		
		ied True Copy of			45 I			
			of Authenticity and	Veracity of a	II			
			signed by the appli	and the second s				
	staten	nent that the app	olicant is only apply	ing in this Div	ision			
Afte			, the members of t			mmittee, c	ertify as to	o the
			cy and authenticity					
airman/ S	sch. Head	Teacher- Me	mber Teacher	- Member	Teacher- I	Member	Teach	er- Member
В.	FOR THE D	DIVISION SELECTI	ON COMMITTEE					
		CRITERIA						POINTS
a.	Educatio	on (20 points)						
	- GW	A on Baccalaure						
b.	Teachin	g Experience (15						
	- Yea	ars	Months					
c.	The second secon	ty Rating (10 poi						
	LET		PBET		110-1	- a		
d.			urse (5 points) (If t	nere is no Fie	id Study, u	se the point	s in	
		Teaching.)	Practice Teaching	Averag	re.			
		ld Studyl zed Training (5 p		Aveiag				
			were shown to me					1
CENT	ar and u	above points	Shown to me				Teacl	her- Applicant
f.	Intervie	w (10 points)	* Persona	lity (5points)				
	SW1777-15-15-15	::::::::::::::::::::::::::::::::::::::		(5points)				
LCERT	IFY THAT to	he above intervie	w points were sho	wn to me.			0=====	
CLIVI							Teacl	her- Applicant
- CENI		stration Teaching						
g.				n to me.				
g.		he demonstration	n points were show				95.9	
g.		he demonstration	n points were show				Teach	er- Applicant
g.		he demonstration	n points were snow		UB-TOTAL	POINTS EA		
I CERT	IFY THAT t			s		POINTS EA		
I CERT	IFY THAT t		of my points earned	s				
g I CERT	IFY THAT t			s		me.		,
I CERTII	TIFY THAT t	e my sub-total o	of my points earned	S I was clearly	shown to	me.	RNED:	,
I CERT	TIFY THAT t	e my sub-total o		S I was clearly	shown to	me.	RNED:	,
I CERTII	TIFY THAT t	e my sub-total o	of my points earned	S d was clearly	shown to	me.	RNED:	,
I CERTII	FY THAT the	e my sub-total o	of my points earned	Sid was clearly C (15 points)	shown to	me.	RNED:	,
I CERTII	FY THAT the	e my sub-total o	of my points earned	Sid was clearly C (15 points)	shown to	TAL POINTS	RNED:eacher Ap	,
I CERTII	FY THAT the	e my sub-total o	of my points earned	Sid was clearly C (15 points)	shown to	TAL POINTS	RNED:	,
I CERTII	FY THAT the Commu	e my sub-total o	of my points earned onducted by NETR	Sid was clearly C (15 points) Gearly shown to	RAND TOT	TAL POINTS	eacher Ap EARNED	plicant
I CERTII	FY THAT th Commu	e my sub-total of my points of	of my points earned	Sid was clearly C (15 points) Gearly shown to	RAND TOT	TAL POINTS	eacher Ap EARNED	plicant
I CERTII	FY THAT th Commu	e my sub-total o	of my points earned onducted by NETR	Sid was clearly C (15 points) Gearly shown to	RAND TOT	TAL POINTS	eacher Ap EARNED	plicant
I CERTII	FY THAT the Communication Selection	ne total of my point the completeness of Committee:	onducted by NETRO	Sid was clearly C (15 points) Grarly shown to	RAND TOTO me.	TAL POINTS	eacher Ap EARNED Applicant ned herein	plicant
I CERTII	FY THAT the Communication of t	ne total of my point the completeness of Committee:	onducted by NETRO ints earned was cle , accuracy, authent	Sid was clearly C (15 points) Grarly shown to	RAND TOTO me.	Teacher Adata contain	eacher Ap EARNED Applicant ned herein	plicant
I CERTII	FY THAT the Communication of t	ne total of my point completeness, n Committee:	onducted by NETRO ints earned was cle , accuracy, authent	Sid was clearly C (15 points) Grarly shown to icity and vera	RAND TOTO me.	Teacher Adata contai	eacher Ap EARNED Applicant ned herein	plicant
I CERTII	FY THAT the Communication Selection RHODOR EPS,	ne total of my point completeness, n Committee:	onducted by NETRO ints earned was cle , accuracy, authent	Sid was clearly C (15 points) Grarly shown to icity and verangle ESA M. ABSIN Member	city of the	Teacher Adata contai	eacher Ap EARNED Applicant ned herein ACE V. GAI ember ENA, Ph.D	plicant n.

OIC-ASDS, Chairman