



January 7, 2015

DIVISION MEMORANDUM
No. 09, s. 2014

**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

1. 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

3. The preparation of the pertinent documents shall observe the following:

- 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 Division 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)

5. Paragraph 3.4 of DepEd Order 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 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 MAE 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.
MOPSTEA 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

Ferminia M. Labis, Ph.D.
Education Program Supervisor

Reynaldo S. Cabillan, Ph.D.
SSP III, DAPSSHI President

Johnny D. Redondo
Education Program Supervisor

Meylinda M. Paceno
Education Program Supervisor

Manolito V. Sale, Sr.
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., Education Program Supervisor	Mary Grace V. Gallana Education Program Supervisor
	Ma. Teresa M. Absin, Ph.D. Education Program Supervisor	Rudy O. Magdugo Education Program Supervisor
	Norberto E. Rosales Education Program Supervisor	Lynneth R. Abroguena, Ph.D. ESP II, DESPA President
	Manolito V. Sale, Sr. MOPSTEA President	Myrna S. Motoomull, Ed.D Civil Society Organization Representative

Secretariat: Jemeryn O. Buhisan

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. SSP III, DAPSSHI President	Manolito V. Sale, Sr. MOPSTEA 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, 2015	Submission of application and pertinent documents of new teacher applicants to the School Selection Committee, and Verification of the documents as to completeness, veracity, accuracy and authenticity
February 2, 2015	Submission of the list of applicants with their corresponding documents by the School Screening Committee to the District Office
February 3, 2015	Submission of the list of applicants with their corresponding documents by the District Office to the Division Selection Committee
February 4-6, 9, 2015	Review of the documents by the submitted by the Division Selection Committee as to the completeness, veracity, accuracy and authenticity Evaluation of the applicants' Education, Teaching Experience, LET/PBET Rating, Experiential Learning Course, and Specialized Training and Skills by the Division Sub-Committee
February 10- March 13	Demonstration Teaching, Interview and Communication Skills Test <i>Schedule will be announced later.</i>
March 16-20, 2015	Further Review and Finalization of the RQA
March 23 – 27, 2015	Printing and Reproduction of the RQA
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.*

Name: _____
 School Applied: _____ Home Address: _____ Contact # _____

C. FOR THE SCHOOL SCREENING COMMITTEE:

- | Documents 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 Weighted Average (GWA) signed by the Registrar
<i>* For Education Graduates – WGA of the Baccalaureate Course</i>
<i>*For Second Coursers - WGA of the Baccalaureate Course plus the 18 Education Units</i> | _____ |
| 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. Experienced learning Course (5 points) (If there is no Field Study, use the points in Practice Teaching.) - Field 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 (5points) _____	
	*Potential (5points) _____	

I CERTIFY THAT the above interview points were shown to me. _____
 Teacher- Applicant

g. Demonstration Teaching (20 points)	
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I CERTIFY THAT the demonstration 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. Communication Skills conducted by NETRC (15 points)	
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GRAND TOTAL POINTS EARNED _____

I CERTIFY THAT the 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 | MEYLINDA M. PACENO
EPS, Member |
| JOHNNY A. REDONDO
EPS, Member | MANOLITO V. SALE, 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 | |

Name: _____
 School Applied: _____ Home Address: _____ Contact # _____

A. FOR THE SCHOOL SCREENING COMMITTEE:

- | | |
|---|---------|
| Documents 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 Weighted Average (GWA) signed by the Registrar
<i>* For Education Graduates – WGA of the Baccalaureate Course</i>
<i>*For Second Coursers - WGA of the Baccalaureate Course plus the 18 Education Units</i> | _____ |
| 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 of 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 Baccalaureate Grades	
b. Teaching Experience (15 points) - Years _____ Months _____	
c. Eligibility Rating (10 points) LET _____ PBET _____	
d. Experienced learning Course (5 points) (If there is no Field Study, use the points in Practice Teaching.) - Field 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 (5points) _____	
	*Potential (5points) _____	

I CERTIFY THAT the above interview points were shown to me.

Teacher- Applicant

g. Demonstration Teaching (20 points)	
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I CERTIFY THAT the demonstration 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. Communication Skills conducted by NETRC (15 points)	
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GRAND TOTAL POINTS EARNED _____

I CERTIFY THAT the 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
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NORBERTO E. ROSALES EPS, Member	RUDY O. MAGDUGO EPS, Member	LYNNETH R. ABROGUENA, Ph.D. DESPA President, Member
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MANOLITO V. SALE, SR. MOPSTFA President. Member	MYRNA S. MOTOOMULL, Ed.D. CSO Representative. Member	JEAN G. VELOSO OIC-ASDS, Chairman
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