




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 06, s. 2015

To : District Heads and School Heads
Elementary & Secondary Level
This Division

From :  **ISAGANI S. DELA CRUZ, CESO V**
Schools Division Superintendent

Subject : **HIRING PROCESS & GUIDELINES for TEACHER-1 POSITIONS**

Date : January 5, 2015

1. Pursuant to Deped Order No. 14 s. 2014, the Revised Guidelines on the Hiring of Teacher-1 Positions, the following Recruitment Procedure and Schedule shall be followed:

Procedure	Person/s Responsible	Timeline/Date
a. Applicant's submission of written application to the school head of the elementary or secondary school supported by necessary documents.	School Heads of Elementary or Secondary School	January 12-31, 2015
b. Verification and certification by the School Selection Committee of all applicants' documents as to completeness and authenticity.	School Screening Committee	January 12-31, 2015
c. Submission by the School Selection Committee to the Concerned Division Selection Committee the list of applicants with the corresponding documents.	School Screening Committee	February 13, 2015
d. Verification of the applicants' pertinent papers/documents by the Division Selection	Division Selection Committee	February 16-18, 2015

Committee as to completeness, accuracy, authenticity and veracity.		
e. Evaluation of the applicants based on Education, teaching Experience, LET/PBET rating, Experiential Learning, Training, Skills, et. al.	Division Selection Committee	February 19-23, 2015
f. Conduct of Interview and observation/rating of Demonstration teaching of applicants by the Division Selection Committee.	Division Selection Committee	February 24, 2015- MAKIMA February 25, 2015- MALUNGON February 26, 2015- ALABEL February 27, 2015- Malapatan & Glan
g. Administration of English Proficiency Test (EPT)	Division Selection Committee/Laforeza Maguate (to be coordinated to NEAP)	March 12, 2015- ELEMENTARY March 13, 2015- SECONDARY
h. Consolidation of individual rating and submission of the initial rank list of qualified applicants	Division Selection Committee Secretariats	March 16-20, 2015
i. Preparation of the Registry of Qualified Applicants (RQA) for elementary and secondary levels.	Division Selection Committee Secretariats	April 1-3, 2015
j. Submission of Final RQA to the SDS for Deliberation and approval.	Division Selection Committee SDS	April 6-10, 2015
k. Posting of the RQA in conspicuous places in the Division.	Division Selection Committee	April 15, 2015
l. Appointment of Qualified Applicants	Schools Division Superintendent	May & June 2015

2. The Committees shall have the following compositions:
- a. The Committee at the elementary level shall be chaired by the School Head with four (4) teachers as members.

In the case of primary, incomplete elementary and multi-grade (MG) schools, the Committee shall be chaired by the cluster schools head with four (4) teachers from the cluster schools as members.

- b. The Committee at the secondary level shall be chaired by the School Head. The Department head concerned and three (3) teachers from the different learning areas (as needed based on the school's vacancies) shall be members.

For small secondary schools that do not have department heads, the School head shall be the Committee Chair with four (4) subject leaders from different learning areas as members.

- c. Committee members shall be identified by the School Head using the abovementioned specifications. The School head shall then transmit the composition of the School Screening Committee to the Schools Division Superintendent for the issuance of a corresponding Designation Order.

3. To further validate the initial rank list of the School Screening Committee, below are the Chairman of Division Selection Committee:

	<u>ELEMENTARY LEVEL</u>	<u>SECONDARY LEVEL</u>
Chairman :	Diosdado F. Ablanido	Donna S. Panes

4. Applicants must submit to the head of the elementary and secondary a written application supported by the following documents:
- CSC Form 212 (Revised 2005) in two (2) copies with latest 2x2 ID picture
 - Certified photocopy of PRC Certificate of Registration/License/ID
 - Certified photocopy of rating LET/PBET
 - Certified copies of Transcript of Records with General Weighted Average (GWA)
 - Copies of Service records, Performance Rating, and School Clearance for those with teaching experience.
 - Certificates of Specialized Training, if any
 - Certified Copy of Voter's ID
 - NBI Clearance
 - Omnibus Certification of authenticity and veracity of all documents submitted
5. **School Heads must strictly ensure the authenticity and veracity of all documents before submitting to the Division Selection Committee.**

6. Old applicants must update their documents to be included in the 2015-2016 Registry of Qualified Applicants (RQA).
7. Immediate and wide dissemination of this memorandum is desired.