



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



Division Memorandum

No. **23**, s. 2014

TO: All District Heads and School Heads
Elementary and Secondary Level

FROM: 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT: HIRING PROCESS and GUIDELINES for TEACHER-1 POSITIONS

Date: January 10, 2014

1. Pursuant to the DepEd Order No. 12, s. 2012, 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 6-31, 2014
b. Verification by the School Selection Committee of all applicants' documents as to completeness and authenticity	School Selection Committee	January 6-31, 2014
c. Submission by the School Selection Committee to the concerned Division Sub-Committee the list of applicants with the corresponding documents	School Selection Committee	February 3, 2014
d. Review of the applicants pertinent papers / documents by the Division Sub-Committee as to completeness, accuracy, authenticity and veracity	Division Sub-Committee	February 3-7, 2014
e. Evaluation of the applicants based on Education, Teaching Experience, LET/PBET rating, Experiential	Division Sub-Committee	February 10-21, 2014



Integrity-Professionalism, Efficiency, Accountability, Commitment, Equity



"Ang batang Sarangan, dapat nasa paaralan."

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Learning, Training, Skills, et al		
f. Conduct of Interview and observation/rating of Demonstration Teaching of applicants by the Division Sub-Committee	Division Sub-Committee	February 24 – MAKIMA February 26 - Malungon February 27 – Alabel February 28 – Malapatan and Glan
g. Administration of English Proficiency Test	Division Sub-Committee / Laforeza Maguate	March 1, 2014
h. Consolidation of individual rating and submission of the initial rank list of qualified applicants by the Division Sub-Committee to the Division Selection Committee	Division Sub-Committee	March 3-7, 2014
i. Review and consolidation of the result of the individual ratings of applicants	Division Selection Committee	March 10-14, 2014
j. Preparation of the Registry of Qualified Applicants (RQA) for elementary and secondary levels	Division Selection Committee	March 17-21, 2014
k. Submission of Final RQA to the SDS for deliberation and approval	Division Selection Committee SDS	March 17-21, 2014
l. Posting of the RQA in conspicuous places in the Division	Division Selection Committee	March 28, 2014
m. Appointment of Qualified Applicants	Schools Division Superintendent	April and May, 2014

- In the Elementary level, the School Selection Committee shall be chaired by the School Head with four Master Teachers / best performing teachers as members while in Secondary level, it shall be chaired by the School Head with the Department Heads or Teachers from different subject areas as members.
- The Chairs and members of Division Sub-Committee Elementary and Secondary Level are as follows:

Elementary Level

Secondary Level





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Chair :	Nora Nerpiol	Jose Teofila Quijano
Co-Chair:	Johnny B. Bantulo	Norma Rendon
Members:	Argelio Arago	George Liansing
	Joseph Lagura	Fruddie Castillo
	Noli Cabaylo	Ernesto Yuzon
	Corinna Falgui	Luz Berse

4. To further validate the initial rank list of the Division Sub-Committee, below are the Chairs and member of the Division Selection Committee:

	Elementary Level	Secondary Level
Chair :	Ruth L. Estacio	Donna S. Panes
Co-Chair:	Shirley Cardinal	Reynaldo Tagala
Members:	Aurelio Cagang	Laforeza Maguate
	Garelene Donaal	Rebecca Gregorio
	Glenda Morales	German Piamonte
	Jim Sagario	Luz Berse

5. All applicants must submit to the head of the elementary and secondary school a written application supported by the following documents:
- CSC Form 212 (Revised 2005) in two copies
 - Certified photocopy of PRC Certificate of Registration / License
 - 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
6. **School Heads must strictly ensure the authenticity and veracity of all documents before submitting to the Division Sub-Committee.**
7. Immediate and wide dissemination of this Memorandum is desired.