

Republic of the Philippines DEPARTMENT OF EDUCATION

Region III

DIVISION OF CITY SCHOOLS

NA NO TOUR



City of San Jose del Monte

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June 25, 2018

DIVISION MEMORANDUM

No.93 s. 2018

ASSESSMENT, SCREENING AND PREPARATION OF REGISTRY OF QUALIFIED APPLICANTS FOR KINDERGARTEN AND ELEMENTARY TEACHERS (FOR REMAINING TEACHER I POSITIONS) FOR SCHOOL YEAR 2018-2019

To: Assistant Schools Division Superintendent

Chief Education Supervisor

All Education Program Supervisors

All Public Schools District Supervisors

All Elementary and Secondary/ SHS School Heads/OIC's

All Others Concerned

 This City Schools Division announces the schedule of activities for the screening and assessment of Kinder and Elementary School applicants relative to the preparation of the Registry of Qualified Applicants (RQA) for SY 2018-2019, according to DepEd Order 22, s. 2015"Hiring Guidelines for the Remaining Teacher I Positions effective School Year (SY) 2015-2016", as follows:

DATE	ACTIVITIES
June 27, 2018 to July 11, 2018	 Filling of application and submission of complete documents to the nearest school in his area of residence School Heads should only receive complete documents and must issue a certification to each applicant that it has received the application (Annex B)
uly 12, 2018 to July 19, 2018	 School Screening Committee evaluation and preparation of the Summary of Applicants per level (Kinder and Elementary)
July 20, 2018	Submission of the documents to the Division Office (HR Unit) One folder each applicant with summarized list
uly 23, 2018 to July 31, 2018	-Pre-qualification and initial evaluation of submitted documents of applicants by the Division Selection Committee
August 1-August 3, 2018	Interview and Demonstration Teaching of Applicants Individual schedules and venue to be announced later English Proficiency Test (details to be announced later)
August 6-10, 2018	 -Review and finalization of Registry of Qualified Applicants (RQA) for Kinder, Elementary, Junior and Senior High School)
August 14, 2018 onwards	- Posting of RQA

- An applicant shall register to the Department's online system at <u>www.application.deped.gov.ph</u> where they must encode
 their Personal Data Sheet and select the Division where they want to be ranked. Once submitted, an Applicant Number
 will be issued. In the submission of application, this Applicant Number must be indicated.
- All applicants shall submit their application and pertinent documents listed below to the nearest school of their residence placed in two (2) long white folder with fastener with the Applicant Number indicated:

- a. Application Letter addressed to the Schools Division Superintendent (SDS), Attention: School Head
- Duly Accomplished Applicant's Individual Sheet (Annex A Part A only)
- c. Omnibus Certification of Authenticity and Veracity
- d. CSC Form 212 (Revised 2017) completely filled-up with latest passport size ID picture
- e. Certified photocopy of PRC Identification Card
- f. Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board for Teachers
- g. Certified copies of transcript of records for
 - Baccalaureate Course
 - if any:
 - eighteen (18) Professional Units in Education
 - Master's / Doctorate Degree
- h. Certificate of General Weighted Average (GWA) for Baccalaureate Course
- i. Copies of service record, performance rating and school clearance for those with teaching experience
- j. Certificates of specialized training after the baccalaureate course
- k. National Certificate issued by TESDA, if any
- Certified copy of the Voter' ID and/or any proof of residency as deemed acceptable by the School Screening Committee
- m. NBI Clearance
- In case any of the above-required documents is lacking, the School Screening Committee shall not accept the application.
- As stated under Section 4.4 of DepEd Order No. 22, s. 2015," teachers who have not practiced their professions 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 context courses".
- All folders and documents submitted by teacher-applicant shall be considered as records of the Division and shall no longer be returned to the applicant.
- Only those who obtained a total score of seventy (70) points and above will be included in the Registry of Qualified Applicants (RQA) for Kindergarten and Elementary School.
- 8. The RQA shall be valid only for a period of one (1) School Year.
- 9. Immediate dissemination of and compliance with this Memorandum is enjoined.

GERMELINA H. PASCUAL, CESO V Schools Division Superintendent