



January 26, 2018

DIVISION MEMORANDUM

No. **19** s. 2018

ASSESSMENT, SCREENING AND PREPARATION OF REGISTRY OF QUALIFIED APPLICANTS FOR KINDERGARTEN, ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL TEACHERS 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

1. Per DepEd Order 7, s. 2015 entitled "Hiring Guidelines for Teacher I Positions effective School Year (SY) 2015-2016" and DepEd Order No. 3, s. 2016 on "Hiring Guidelines for Senior High School Teaching Plantilla effective School Year (SY) 2016-2017," this City Schools Division announces the schedule of activities for the screening and assessment of Teacher I applicants in all levels for the preparation of the Registry of Qualified Applicants (RQA) for SY 2018-2019, as follows:

DATE	ACTIVITIES
January 3, 2018 to February 21, 2018	- Filling of application and submission of complete documents to the nearest school in the teacher-applicant's area of residence - School Heads should only receive complete documents
February 22, 2018 to February 27, 2018	-School Screening Committee evaluation and preparation of the Summary of Applicants per level (Annex C)
February 28, 2018	- Submission of the documents to the Division Office (HR Unit) - One folder each applicant with summarized list
February 28, 2018 to March 9, 2018	-Pre-qualification and initial evaluation of submitted documents of applicants by the Division Selection Committee
March 5-23, 2018	- Interview and Demonstration Teaching of Applicants - Individual schedules and venue to be announced later - English Proficiency Test (details to be announced later)
April 1-15, 2018	-Review and finalization of Registry of Qualified Applicants (RQA) for Kinder, Elementary, Junior and Senior High School)
April 16, 2018	- Posting of RQA

2. Applicants shall register to the Department's online system at www.application.deped.gov.ph where they must encode their Personal Data Sheet and select the Division where they want to be ranked. Once submitted, Unique Applicant Number (UAN) will be issued. In the submission of application, this Unique Applicant Number must be indicated.

3. 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 Unique Applicant Number indicated:
 - a. Application Letter addressed to the Schools Division Superintendent (SDS) , Attention: School Head
 - b. Duly Accomplished Applicant's Individual Sheet (Annex A)
 - c. Omnibus Certification of Authenticity and Veracity (Annex B)
 - 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 and eighteen (18) Professional Units in Education, if any,
 - Master's Degree, if any
 - Doctorate Degree, if any
 - 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
 - l. Certified copy of the Voter' ID and/or any proof of residency as deemed acceptable by the School Screening Committee
 - m. NBI Clearance
4. In case any of the above-required documents is **LACKING**, the School Screening Committee **SHALL NOT ACCEPT THE APPLICATION.**
5. As stated under Section 4.4.4 of DepEd Order No. 7, 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 pedagogy and six (6) units of context courses*".
6. 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.
7. 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, Elementary, Junior High School and Senior High School.
8. The RQA shall be valid only for a period of one (1) School Year.
9. All schools including fiscally autonomous are required to submit their School Screening Committee following DepEd Order No. 7, s. 2015 until **January 31, 2018**.
10. Immediate dissemination of and compliance with this Memorandum is enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



ANNEX A

(Division Memorandum No. 9, s. 2018)

UAN No. _____

Please check your preference level.

Category: Kinder Elementary Junior High School Senior High School

Subject Group intends to teach (SHS): HUMMS PHYSICAL EDUCATION ABM STEM TVL

APPLICANT'S INDIVIDUAL SHEET
School Year 2018-2019

Name of Applicant: _____ Age: _____ Sex: _____ Civil Status: _____

BS Degree: _____ Major: _____

Master's Degree, if any : _____

Doctorate Degree, if any : _____

Complete Address: _____

Mobile Number: _____

(Applicant shall refer to DepEd Order No. 7, s. 2015 and DepEd Order No. 3, s. 2016 in accomplishing the following items but all entries shall be verified subject to availability of documents submitted.)

- I. EDUCATION
GENERAL WEIGHTED AVERAGE(GWA) _____
- II. TEACHING EXPERIENCE (YRS.)
(FOR ELEM AND JHS) _____
RELEVANT EXPERIENCE
(FOR SHS) _____
- III. LET/PBET RESULT _____
- IV. SPECIALIZED TRAINING /SKILLS
NO. OF DAYS : _____
TITLE OF THE TRAINING: _____
- V. LAST ENGLISH PROFICIENCY TEST TAKEN _____ SY _____
(SCHOOL YEAR)

Applicant's Signature

Certified Correct:

School Head



ANNEX B

(Division Memorandum No. 79, s. 2018)

_____, 20____
 Mr. / Miss / Mrs. _____
 Principal

**OMNIBUS CERTIFICATION OF
 AUTHENTICITY AND VERACITY**

Sir/Madam:

The undersigned applicant is a holder of a valid certificate of registration/professional license as teacher from the Professional Regulation Commission (PRC) seeking to be appointed to a _____ position for _____.

Pursuant to _____ dated _____ which provided the Hiring Guidelines for _____ position effective School Year (SY) _____, the undersigned applicant respectfully submits his/her written application supported by the following documents:

- CSC Form 212 (Revised 2017) in three copies with the latest 2"x2" ID picture
- Certified photocopy of PRC professional identification card
- Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teachers
- Certified copies of transcript of records for baccalaureate course
- Certificate of GWA for baccalaureate course
- Copies of service record, performance rating and school clearance for those with teaching experience
- Certificates of specialized training
- Certified copy of the Voter's ID
- NBI clearance

The undersigned application assumes full responsibility and accountability on the validity and authenticity of the foregoing documents submitted and commits that any violation will automatically disqualify the undersigned application from the selected process.

Very truly yours,

 Applicant

SUBSCRIBED AND SWORN TO before me this _____ day of _____ at _____
 by the affiant who showed to me his/her _____ as competent proof of his/her identity.

NOTARY PUBLIC

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____

