



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



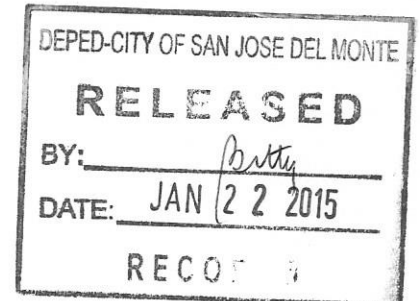
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January 21, 2015

DIVISION MEMORANDUM

No. 11 s. 2015

To: All Education Program Supervisors
All District Supervisors
All Elementary School Principals/OIC's
All Secondary School Principals/OIC's
All Concerned



**ASSESSMENT, SCREENING AND PREPARATION OF REGISTRY OF QUALIFIED APPLICANTS
for ELEMENTARY and SECONDARY SCHOOL TEACHERS FOR SY 2015-2016**

1. Pursuant to **DepEd Order No. 14, S. 2014** re: Hiring Guidelines for Teacher I Positions Effective School Year 2014-2015, this City Schools Division announces the schedule of activities for the screening and assessment of both elementary and secondary school teacher applicants relative to the preparation of the registry of qualified applicants (RQA) for SY 2015-2016, as follows:
 - a) Acceptance of applications and pertinent documents shall be until March 12, 2015 at the school nearest the applicant's residence;
 - b) Demonstration teaching and interviews of applicants will be on March 17-31, 2015 from 8am to 4pm at Tungkong Mangga Elementary School for elementary school applicants and Sapang Palay National High School for secondary school applicants;
 - c) The English Proficiency Test will be conducted on April 7, 2015 (Tuesday) at San Jose del Monte Central School, from 8:00am to 12:00nn for all applicants.
2. The School Screening Committee shall submit to the Division Selection Committee the list of applicants attached to the required documents and table of contents properly paged not later than 9am on March 13, 2015.
3. The composition of the School Selection Committee relative to this shall be submitted to this Office on or before January 28, 2015 for issuance of designation order, to wit:

Elementary

School Head - *Chairperson*
Four (4) teachers - *members*

Secondary

School Head - *Chairperson*
Department Head concerned and three (3) teachers from the different learning areas as members or four (4) subject leaders from different learning areas as members (small secondary schools)

4. The Division Selection Committee is composed of:


For Elementary:

Chair Dr. MARIA CARMEN P. CUENCO – OIC– Asst. Schools Division Superintendent
Member: Ms. ESPERANZA D. CRUZ – Education Program Supervisor
Ms. JENNIFER E. QUINTO – Education Program Supervisor
Ms. CORAZON G. IGNACIO – Education Program Supervisor
Ms. LOURDES P. SOLOMON – President, PESPA
Ms. MA. SHIRLEY A. MACAWILE – President, SJDMPSTE A

For Secondary:

Chair Dr. MARIA CARMEN P. CUENCO – OIC– Asst. Schools Division Superintendent
Member: Ms. CYNTHIA V. BERDOS – Education Program Supervisor
Ms. MA. CORAZON P. LOJA – Education Program Supervisor
Ms. BERNADETTE B. ROSAROSO – Education Program Supervisor
Mr. EDUARDO V. CRUZ – President, NAPSSHI
Ms. MA. SHIRLEY A. MACAWILE – President, SJDMPSTE A

5. Immediate dissemination of and compliance with this Memorandum is enjoined.


GERMELINA H. PASCUAL
Schools Division Superintendent

AOS /rhea



“Collaborating with our Leaders, Caring for our Learners”

