



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF MOUNTAIN PROVINCE
Bontoc, Mountain Province



Division Memorandum No. 3, s. 2019

To: **Assistant Schools Division Superintendent**
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
School Stakeholders
Prospective Teacher Applicants

DEP-ED Mt. Province
OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT
RELEASED
By: _____
Date: JAN 09 2019

From: **SALLY B. ULLALIM, CESO V**
Schools Division Superintendent

Date: January 8, 2019

Subject: **PREPARATION OF THE REGISTRY OF QUALIFIED APPLICANTS (RQA) FOR TEACHER I FOR SY 2019-2020**

- (1) In preparation for the hiring of new teachers for SY 2019-2020, the Schools Division Office of Mountain Province is calling for applicants for **elementary and Junior High School (JHS) teachers** as per **DepEd Order No. 50, S. 2016** on the Hiring Guidelines for Teacher I Positions in Schools Implementing Indigenous People Education Effective SY 2016-2017 and **Senior High School teachers** as per **DepEd Order No. 3, S. 2016** on Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017, **DepEd Order No. 51, S. 2017** on the Amended Qualification Standards for Senior High School Teaching Positions in the Technical-vocational-Livelihood Trach and Other Clarifications on the Hiring Guidelines and **DepEd Order No. 27, S. 2016** on Qualification Standards (QS) For Senior High School (SHS) Teaching Positions in the Department of Education.
- (2) **Applicants who already applied in the past School Year/s who already made it to the RQA** may opt to update their papers especially in education, experience and trainings. Further, they may opt to retake the English Proficiency Test, undergo another interview, and do another demonstration teaching. Thus, one who opts for these should mention in their application letter (a) what they are updating, and (b) what they would like to redo or retake.
- (3) **All new and old applicants who opt to do another demo-teaching** must indicate in their application letters what particular **subject and grade level they would like to demonstrate on**. This will facilitate the planning for the conduct of the demonstration teaching which will be done in February and March.
- (4) **New applicants** must submit to the school nearest to them and appropriate to their degree the following as an attachment to their letters of application.
 - a. CSC Form 212 (Revised 2017) with latest 2x2 ID picture
 - b. PRC license
 - c. LET/PBET rating
 - d. Certified photocopy of Official Transcript of Records, preferably with a certification from the school registrar of their computed General Weighted Average (GWA)
 - e. Service Records, Performance Rating, and School clearance for those with teaching experience; if unavailable, justification/ reason/s for unavailability
 - f. Certificates of specialized trainings, if any



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- g. Voter's ID/ cedula as proof of residency (this will be the basis of the DSC in determining applicant's address)
- h. Certificate by the Barangay or Municipal IPMR that the applicant belongs to an ICC/ IP community, which should be named properly
- i. Omnibus certification of authenticity and veracity of all documents submitted and signed by the applicant

- (5) Applicants are enjoined to submit **two (2) folders** containing photocopies of exactly the same papers and one (1) original folder. The original folder will be checked by the School Screening Committee vis-à-vis photocopies to ensure authenticity, veracity, completeness and accuracy; be kept by the SSC for ready-reference and will be given back once assessment is over. To avoid confusions and to facilitate things, applicants are to submit their papers following the color codes below:

Level	New Applicants	Old Applicants
Elementary	White / Cream Folder	Green Folder
Junior High School	Brown Folder	Blue Folder
Senior High School	Clear Plastic Folder	Yellow Folder

- (6) To facilitate the conduct of the selection, Public Schools District Supervisors are tasked to:
- (a) ensure the creation of the School Screening Committee (SSC) and facilitate clustering of small schools to create the SSC, if needed;
 - (b) accept and check completeness of all the applications from the SSC in behalf of the Division Selection Committee (DSC);
 - (c) create a Summary List of Applicants in the District that includes the subject and Grade Level that the applicant wants to demo on;
 - (d) plan with the School Heads proposed conduct of the interview and the demonstration teaching in their own Districts and their involvements; and
 - (e) coordinate with the Division Selection Committee on matters pertaining to the selection.
- (7) School Screening Committees (SSC) for elementary and Junior High School are composed of the school head and 4 teachers. Small schools may opt to form a cluster, aside from already clustered schools. The need to do clustering will be determined and facilitated by the PSDS. Meanwhile, for the Senior High School, the SSC shall be composed of the School Head as the chairperson; Head Teacher for Core and/ or Track subjects, if any; and three (3) teachers, if there is a Head Teacher, four (4) teachers, if there is none; President/ Authorized representative of the School Governing Council (SGC) or the PTA. The School Screening Committee (SSC) for this particular activity has the following responsibilities:
- a. Disseminates this Memo to the public and post copies of DepEd Orders No. 3 and 50, S. 2016 in conspicuous places;
 - b. Receives applications and documents;
 - c. Verifies and certifies as to the completeness, veracity, accuracy and authenticity of documents vis-à-vis original documents;
 - d. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application but it shall **NOT REFUSE ACCEPTANCE OF ANY APPLICATION** even if the required documents are incomplete or invalid but instead **FACILITATE THE COMPLETE AND PROPER SUBMISSION OF DOCUMENTS** (Checklist Attached);



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- e. Forwards all application, whether incomplete or invalid, to the Division Selection Committee through the District for proper consolidation for strategic planning and proper categorization of applicants;
- f. Informs applicants of schedules, timelines and deadlines;
- g. Ensures that application papers must be in three (3) folders with one (1) original and two (2) photocopies and all the folders contain exactly the same papers; and
- h. Safeguard the original papers, checked and validated as to authenticity and veracity vis-à-vis the two (2) folders of photocopies, to be kept for ready reference during the assessment and be returned to the applicant just after the evaluation.

(8) Criteria for evaluation and selection in the elementary and Junior High School shall include Education, Teaching Experience, LET/PBET Rating, Specialized Training and Skills, Interview, Demonstration Teaching, and English Communication Skills. Meanwhile, for the Senior High School, it will include Education, Teaching/ Industry/ Workplace Experience, Specialized Training, Interview, English Communication Skills, Portfolio/ Outstanding Achievements, and Demonstration Teaching.

(9) Timelines for this particular activity will be as follows:

Date	Task	Responsible
January 8/9	Memorandum will be brought out	ASDS
Jan 9 – 27	Submission of Applications to the Schools	Applicants and SSC
Jan 29	Deadline of submission of SSC to District	SSC
Jan 30-31	Strategic Planning of School Heads and PSDS per district	SHs and PSDS
Feb 1	Deadline of submission of District to Division Selection Committee of the District Strategic Plan of Conduct of the Selection and one (1) folder – photocopy	PSDS and Division SC
Feb 4-5	Review of District Strategic Plans and Finalization of Division-wide Strategic Conduct of the Selection	Division Selection Committee
Feb 6 – March (a week after final exam)	Conduct of interview and Demonstration Teaching per District as per proposed by the districts and finalized by the Division Selection Committee	DSC, PSDS, School Heads, MTs/ HTs,
Feb 6 – April 20	Review and Evaluation of folders by the DSC and identified Technical Working Groups/ Secretariat	DSC/ TWG/ Secretariat
April 20 – May 10	Posting of Initial Registry of Qualified Applicants for review, verification and validation	DSC and Secretariat
May 10 – 15	Finalization of Registry of Qualified Applicants	DSC and Secretariat
May 16 – June 1	Posting of Final Registry	DSC and Secretariat

(10) New applicants shall register to the Department's online system at application.deped.gov.ph where they must encode their Personal Data Sheet (PDS) and select the division(s) where they want to be ranked. Once submitted, a Unique Applicant Number (UAN) will be issued. Inform the Selection Committee of the UAN given.

(11) For information, guidance and appropriate action.

CHECKLIST OF RECEIVED DOCUMENTS FROM ELEMENTARY AND JHS APPLICANTS

Name: _____ Elementary Secondary

School: _____ District: _____

Pagination/ Tabbing	Documents	P	NP	Remarks
	Application Letter with the following info: <input type="checkbox"/> Old Applicant <input type="checkbox"/> New Applicant Updating of <input type="checkbox"/> Experience <input type="checkbox"/> Education <input type="checkbox"/> Training <input type="checkbox"/> EPT <input type="checkbox"/> Interview <input type="checkbox"/> Demonstration Teaching Demo Teaching on: Subject: _____, Grade _____			
	CSC Form 212 with latest 2x2 ID			
	Photocopy of PRC License			
	Certified copy of LET/PBET rating			
	Certified Photocopy of OTR <input type="checkbox"/> With School Computed GWA of _____			
	Service Records, if any			
	Performance Rating, if any			
	School Clearance, if any			
	Reasons for unavailability			
	Certificates of specialized training			
	Voter's ID/ Cedula			
	Certificate ethnicity / that the applicant belongs to an ICC/IP community with address at _____ (based on submitted documents)			
	Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant			
	<input type="checkbox"/> With UAN <input type="checkbox"/> Without UAN UAN No.: _____			
	Others documents received, pls specify _____ _____			

(N.B.: P means Present and NP means not Present.)

I certify that I received the above-cited documents from _____ and that I have checked and verified the photocopied documents' authenticity and veracity against the original documents, which the SSC will keep, for ready reference, until the assessment is over. I also certify that the submitted paper are complete incomplete and I asked the applicant to _____

Signature Above Printed Name of the SSC Chairperson or his/her Authorized Representative



CHECKLIST OF RECEIVED DOCUMENTS FROM SENIOR HIGH SCHOOL APPLICANTS

Name: _____ TVL Academics

School: _____ District: _____

Pagination/ Tabbing	Documents	P	NP	Remarks
	Application Letter with the following info: <input type="checkbox"/> Old Applicant <input type="checkbox"/> New Applicant Updating of <input type="checkbox"/> Experience <input type="checkbox"/> Education <input type="checkbox"/> Training <input type="checkbox"/> EPT <input type="checkbox"/> Interview <input type="checkbox"/> Demonstration Teaching Demo Teaching on: Subject: _____, Grade _____			
	<input type="checkbox"/> Statement of purpose/ interest <input type="checkbox"/> Subject group he/she intends to teach <input type="checkbox"/> Preferred schools, if any			
	CSC Form 212 with latest 2x2 ID			
	Certificates of specialized training			
	Voter's ID/ Cedula			
	Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant			
	Certified Photocopy of OTR (Bachelor's) <input type="checkbox"/> With School Computed GWA of _____			
	Certified photocopy of OTR with at least 15 units of specialization in relevant strand/ specialized subject			
	Photocopy of PRC License			
	Certified copy of LET/PBET rating			
	TESDA National Certificate, if any			
	TESDA Trainer's Methodology Certificate (TMC), if any			
	Certificate of service rendered and good standing or service records from past employment, if any			
	<input type="checkbox"/> With UAN <input type="checkbox"/> Without UAN UAN No.: _____			
	Others documents received, pls specify			

(N.B.: P means Present and NP means not Present.)

I certify that I received the above-cited documents from _____ and that I have checked and verified the photocopied documents' authenticity and veracity against the original documents, which the SSC will keep, for ready reference, until the assessment is over. I also certify that the submitted paper are complete incomplete and I asked the applicant to _____

Signature Above Printed Name of the SSC Chairperson or his/her Authorized Representative

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