



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
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January 19, 2016

Division Memorandum
No. 13, s. 2017

**RECALIBRATION AND SECOND ROUND OF SCREENING OF JUNIOR HIGH SCHOOL
TEACHER-1 APPLICANTS IN MATHEMATICS (SY 2016-2017)**

To: Acting Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Secondary Schools

1. Pursuant to DepED Order No. 22, s. 2015 (Hiring Guidelines for the Remaining Teacher 1 Positions Effective S.Y. 2015-2016), this division announces the **Recalibration and Second Round of Screening of Junior High School Teacher-1 Applicants in Mathematics**.
2. Only **new applicants** and **applicants who were not included in the initial Registry of Qualified Applicants (RQA) for SY 2016-2017** shall be covered by this memorandum.
3. New applicants are advised to submit their application letter (preferably with their UAN indicated) to the school where they wish to apply and must be supported with the following pertinent documents:
 - 3.1. CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
 - 3.2. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
 - 3.3. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
 - 3.4. Certified copy of transcript of records
 - 3.5. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
 - 3.6. Certificates of specialized training, if any
 - 3.7. Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the School Screening Committee
 - 3.8. NBI Clearance
 - 3.9. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

3. Applicants who already applied during the initial round of hiring per D.O. No. 7, s. 2015 shall only submit a letter of intent plus additional documents if they wish to update their points.
4. The submission of application (for new applicants) and letter of intent/additional documents (for old applicants) at the **school level** is on or before **January 27, 2017**.
5. Deadline of the submission of documents at the **Schools Division Office** by the school head is on **January 30, 2017**
6. The schedule of demonstration teaching, interview and skills validation will be announced later thru a separate memorandum/advisory.
7. The Registry of Qualified Applicants (RQA) of this recalibration shall be valid up to March 31, 2017 only.
8. All expenses relative to the conduct of the evaluation and ranking process, including food/snacks of the Division Selection Committee (DSC) and Staff are chargeable against the Division MOOE subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D, CESO V
Schools Division Superintendent



References: DepED Order No. 22, s. 2015