



March 1, 2017

Division Memorandum
No. 36, s. 2017

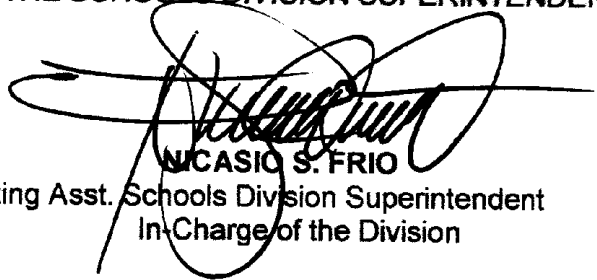
**RANKING OF QUALIFIED KINDERGARTEN, ELEMENTARY AND JUNIOR HIGH SCHOOL
TEACHER APPLICANTS (TEACHER I POSITIONS) FOR SCHOOL YEAR 2017-2018**

To: Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools

1. Pursuant to DepED Order No. 09, s. 2016 titled “**Reinforcement of DepED Order Nos. 7 and 22, s. 2015 as the Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions**”, this Office announces that the acceptance of written application and documents at the school level will be until, **Wednesday, March 22, 2017**.
2. All qualified applicants shall submit to the head of the elementary or secondary school a written application supported with all the documents specified in Paragraph 5.2 of DepED Order No. 7, s. 2015 as follows:
 - 2.1 CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
 - 2.2 Certified photocopy of PRC professional identification card or a PRC
 - 2.3 Certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
 - 2.4 Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
 - 2.5 Certified copy of transcript of records
 - 2.6 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.
 - 2.7 Certificates of specialized training, if any
 - 2.8 Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
 - 2.9 NBI Clearance
 - 2.10 Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
3. As emphasized in Section (5.0) Paragraph (5.1) of DepEd Order No.7, s. 2015, all applicants shall register to the Department's online system at application.deped.gov.ph 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 requirements, this Number must be indicated.
4. All school heads shall organize their respective school screening committee based on Section 6.2.1.1 of DepED Order No. 7, s. 2015. The Chair of the school selection committee shall submit to the Division Selection Committee the list of qualified applicants including their respective documents on or before Friday, **March 24, 2017**. See Enclosure No. 2 for the template.
5. Applicants who were included in the 2016-2017 RQA but not yet hired have the option to retain or update their previous ratings. A letter of intent/request should be submitted indicating the specific area (s) to be updated and corresponding valid documents should be attached.
6. For those applicants of this division who went through the selection process in April 2015 but were not included in the 2016-2017 RQA may also opt to use their previous ratings for this year's ranking provided that points to be retained should be indicated in their application letter/ letter request and duly supported by the copy of the official result of their previous ratings.

7. For the guidance of all concerned, inclosed are the following:
 - 7.1. Enclosure No. 1- Composition of the Division Selection Committee and Schedule of Activities Relative to the Ranking, Evaluation and Selection Process
 - 7.2. Enclosure No. 2 – Omnibus Sworn Statement
 - 7.3. Enclosure No. 3 - List of Teacher-Applicants Template
8. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:



NICASIO S. FRIO
Acting Asst. Schools Division Superintendent
In-Charge of the Division

Enclosures: As Stated

Reference: DepED Order No. 9, s. 2016
DepED Order No. 7, s. 2015

A. COMPOSITION OF THE DIVISION SELECTION COMMITTEE

Chair: NICASIO S. FRIO, Acting Asst. Schools Division Superintendent

Members – Elementary Level	Members – Secondary Level
ELENIA P. BARANDA, EPS- Mathematics	CONCEPCION A. DELA CRUZ, EPS-English
ALAN VINCENT B. ALTAMIA , EPS-Values and Guidance	ANDRES D. QUIACHON, EPS-Science
WILFREDO P. REOYO, EPS-TLE/EPP	RONIE C. RETERACION, EPS-MAPEH
LORNA V. BONILLA, President, PESPA	ERNIE F. PIMENTEL, President, CADASSA (NAPSSHI)
MIA DISTURA, President (PTA Federation)	MIA DISTURA, President (PTA Federation)
ROBAN REY, CSC Accredited Teachers' Union Representative	ROBAN REY, CSC Accredited Teachers' Union Representative
Members – SPED and Kindergarten	
DR. RUTH GERVERO, EPS-ALS (SPED); SEPHORA ROLDAN, EPS-Social Studies; DR. MERLIE RUBIO, EPS-Filipino and DR. HEIDELYN GEROMIANO, Division Kindergarten Coordinator	
Secretariat: NENITA Y. FABIAÑA, RHODELA U. MARTINEZ, EMMANUEL V. LATI, JASMIN D. OLIVARE, CHRISTINE T. VILLARUZ, MARY GRACE C. DARADAR, JOELY PEARL MARIE B. AGABE	

B. SCHEDULE OF ACTIVITIES RELATIVE TO THE RANKING, EVALUATION AND SELECTION PROCESS

Activities	Date/Time	Person responsible	Venue
Meeting of the Division Selection Committee	April 6, 2016/ 2:00 PM	Division Selection Committee Chair	Division Conference Room
Deadline of the submission and acceptance of application letter and documents	March 22, 2017/ 5:00 PM	Teacher Applicant/ School Head	School
Deadline of submission of List of applicants and documents to the Division Selection Committee	March 24, 2017/ 5:00 PM	School Head/Cluster Head	Division Office
Orientation (for all K to 10 teachers applicants)	March 18, 2017 (Saturday)/ 9:00 AM	Division Selection Committee and Staff	Capiz NHS
English Proficiency Test (EPT)	To be announced later	Division Selection Committee and Staff	Capiz NHS
Document Evaluation	March 27- April 14, 2017	DSC/ TWG-Documents	Specific schedule and venues are to be announced later thru a separate memorandum/ advisory
Demonstration Teaching/ Interview of the Applicants/Skills validation	April 10-24, 2017	Division Selection Committee	
Deliberation and Finalization of the Registry of Qualified Applicants (RQA)	April 25-30, 2016	Division Selection Committee	Division Office
Posting of the Registry of Qualified Applicants (RQA)	April 30, 2016	Division Selection Committee	Division Office

OMNIBUS SWORN STATEMENT
REPUBLIC OF THE PHILIPPINES)

_____) S.S.

I, _____, of legal age, single / married, and resident of Barangay _____, (Municipality/City) _____, (Province) _____, after having been duly sworn in accordance with law, do hereby depose and say:

1. I am the owner of the following documents submitted to the School Screening Committee:
 - a. CSC Form 212 (Personal Data Sheet) in with the latest 2 x 2 ID pictures;
 - b. PRC professional identification card (not expired); or claim slip of application/renewal;
 - c. Result of rating obtained in the Licensure Examination for Teachers (LET) / Professional Board Examination for Teachers (PBET);
 - d. Transcript of records (TOR) with Certification of General Weighted Average of academic grades;
 - e. Service record, performance ratings, and school clearance (if with teaching experience);
 - f. Certificates of specialized training;
 - g. Voter's ID and / or Barangay Certification of residency as deemed acceptable by the School Screening Committee; and
 - h. NBI Clearance (not expired)
2. Each of the documents submitted is in satisfaction and compliance with the requirements for recruitment set by the Department of Education;
3. Each document is an authentic copy of the original, complete, and all data / information therein are true and correct to the best of my knowledge and belief;
4. I assume responsibility and accountability on the validity and authenticity of the documents submitted; and
5. I am authorizing the School/Division Screening Committee to verify / validate the documents submitted.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2017 in _____, Philippines.

Signature of Applicant
SUBSCRIBED AND SWORN TO before me this ____ day of _____, 2017, affiant exhibiting to me his / her Community Tax Certificate No. _____ issued on _____ in _____, Philippines.
Doc. No. _____
Page No. _____
Book No. _____
Series of _____

_____ School

LIST OF TEACHER-APPLICANTS FOR SY 2017-2018 Level _____

Name of Applicant	Educational Qualification	Address (Based on Voter's ID or Proof of Residency)	Contact Number	Documents Submitted (Check all applicable)													
				CSC 212	PRC Cert.	PRC License	LET/PBE T Rating	TOR/GWA	Service Record/ Employment Cert.	Performance Rating	Cert. of Specialized Training	Voter's ID	NBI	Omni bus Cert.			

SCHOOL SCREENING COMMITTEE

_____	_____	_____
Member	Member	Member
_____	_____	_____
Chair	Member	Member