



March 16, 2017

DIVISION MEMORANDUM  
 No. 45, s. 2017

**RECRUITMENT AND SELECTION OF QUALIFIED APPLICANTS FOR SENIOR HIGH SCHOOL (SHS) TEACHING 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. 03, s. 2016 re: **Hiring Guidelines for Senior High School Teacher I Positions Effective School Year (SY) 2016-2017** and DepED Order No. 32, s. 2016 re: **Addendum to DepED Order No. 3, s. 2016**, this Office announces that the acceptance of written application and documents at the school level will be until, Friday, **March 31, 2017**. The deadline of submission at the SDO is on Monday, **April 3, 2017**.

2. All new applicants shall submit to the SDO or the school head of SHS where a teacher shortage or vacancy exist a **color-coded folder** (*please refer to Enclosure No. 2 for the color code*) containing the written application supported with all the documents specified in Item V, Paragraph 2 of DepED Order No. 3, s. 2016 as follows:

	<b>Applicants for Permanent Positions</b>	<b>Applicants for Part-Time Positions</b>
<b>Mandatory Requirements</b>	<ul style="list-style-type: none"> <li>Letter of intent which shall indicate the following information:               <ol style="list-style-type: none"> <li>Statement of purpose/expression of interest</li> <li>Subject group he/she intends to teach</li> <li>Preferred school(s), if any</li> </ol> </li> <li>CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture</li> <li>Certified photocopy of certificates of relevant specialized trainings, if any</li> <li>Certified copy of Voter's ID and/or any proof of residency</li> <li>National Bureau of Investigation (NBI) clearance</li> <li>Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>Certified photocopy of Diploma on Bachelor's degree</li> <li>Certified photocopy of the Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject</li> <li>Certified photocopy of the Professional Regulation Commission (PRC) professional ID card/certificate of registration or license</li> <li>Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)</li> </ul>	<ul style="list-style-type: none"> <li>Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit</li> </ul>
<b>Additional requirements for TVL teacher-applicant</b>	<ul style="list-style-type: none"> <li>Technical Education and Skills Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught or subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or the same level if there is no NC level higher. Exceptions are given to applicants for</li> </ul>	

	courses with no National Certificate (e.g. Handicraft courses)	
	<b>Applicants for Permanent Positions</b>	<b>Applicants for Part-Time Positions</b>
Additional requirements for TVL teacher-applicant	<ul style="list-style-type: none"> <li>• Certified photocopy of Trainers Methodology Certificate (TMC), if available</li> </ul>	
Additional requirement for Arts and Design and Sports	<ul style="list-style-type: none"> <li>• Certified photocopy of Certification of Proficiency/ Recognition from recognized and respectable relevant associations/ organizations/ guild</li> </ul>	
Additional requirement for HEI/TVI faculty	<ul style="list-style-type: none"> <li>• Certified photocopy of Certification of Status of Employment/ Service Record from HEI/TVI</li> </ul>	

3. All applicant are advised to prepare their documents following the sequence enumerated below , with the folder label on its side (ears) or page separator to facilitate location of the documents, to wit:

- a. Application letter/intent
- b. Personal Data Sheet (CSC Form 212)
- c. Eligibility
- d. Education
- e. Teaching/Industry/Work Experience
- f. Specialized Training
- g. Portfolio/Outstanding Achievements
- h. Proof of Residence
- i. Clearances
- j. Omnibus Certification
- k. NC/TMC (for TVL applicants only)

4. Item V, Paragraph 1 of DO 3, s. 2016 emphasized that all applicants shall register to the Department's online system at [application.deped.gov.ph](http://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, if available.

5. All school heads shall organize their respective school screening committee based on Item VI, Paragraph 2.1 of DepED Order No. 3, s. 2016 .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 **Monday, April 3, 2017**. See *Enclosure No. 4 for the template*.

6. Old SHS applicants (*those who underwent the screening process in March 2016 and during the re-ranking in December 2016 but were not hired in the senior high school*) who wish to participate in this ranking for SY 2017-2018 shall submit their letter of intent including additional documents (in a color-coded folder) to update their data. Points in the previous screening maybe retained, including EPT, but must be specified in the letter of intent/application letter.

7. Permanent teachers occupying SHS items are likewise allowed to join in this ranking process. Similar instructions stated in item no. 5 are applied.

8. Folder tag or folder label (*please refer to Enclosure No. 3*) should be pasted on the front cover of the applicant's folder to facilitate evaluation process.

9. For emphasis, the following provisions under DO No. 32, s. 2016 are reiterated. Part IV. a) For appointment by promotion, the performance rating of the appointee for the last three (3) rating periods prior to the effectivity of the appointment should be at least Very Satisfactory; and b) For appointment by transfer, the performance rating for the last three (3) rating periods immediately preceding the transfer from the former office should be at least Very Satisfactory.

10. Academic personnel applicants from HEIs must present a Certificate of Service Rendered and Good Standing from her/his previous employer with the information listed below:

- a. Employees name
- b. Job Title
- c. Duration of service rendered by the applicant employee

11. The English Proficiency Test (EPT) for this School Year shall be held at Capiz National High School on **April 8, 2017**. Those who took the EPT in December 2016 will no longer be allowed to take another for this ranking. Old applicants (those who took the EPT in February 2016) may have the option whether to take another EPT or not. If they opted to take another EPT, the most recent result will be considered and shall be used in this ranking.

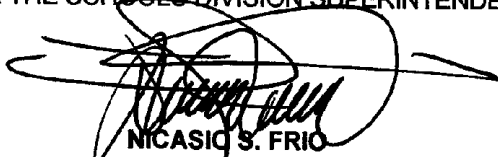
12. Specific schedule of the **orientation, document evaluation, demonstration teaching and interview** will announced later through a separate memorandum or advisory.

13. For the guidance of all concerned, inclosed are the following:

- 13.1. Enclosure No. 1- Composition of the Division Selection Committee
- 13.2. Enclosure No. 2 - Color Code and In-Charge of Document Evaluation/Validation By Subject Group
- 13.3. Enclosure No. 3 – Folder Tag/Label Sample
- 13.4. Enclosure No. 4 - List of Teacher-Applicants Template

14. 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. 3, s. 2016  
DepED Order No. 32, s. 2016

**A. COMPOSITION OF THE DIVISION SELECTION COMMITTEE**

**ACADEMIC TRACK**

Chair:

- NICASIO S. FRIO Acting ASDS

Member:

- CONCEPCION A. DELA CRUZ EPS, English/ SHS Coordinator
- ERNIE PIMENTEL P- IV/ CADASSA (NAPSHI) President
- EFREN F. FROFUNGA T-III/ ACT-CAD President
- Representative from the Regional Office

**TVL TRACK**

Chair:

- NICASIO S. FRIO Acting ASDS

Member:

- WILFREDO REOYO EPS, TLE/EPP
- ERNIE PIMENTEL P- IV/ CADASSA (NAPSHI) President
- EFREN F. FROFUNGA T-III/ ACT-CAD President
- Representative from Recognized Organization/Industry
- Representative from the Regional Office

**SPORTS TRACK**

Chair:

- NICASIO S. FRIO Acting ASDS

Member:

- RONNIE RETERACION EPS, MAPEH
- ERNIE PIMENTEL P- IV/ CADASSA (NAPSHI) President
- EFREN F. FROFUNGA T-III/ ACT-CAD President
- Representative from Recognized Organization/Industry
- Representative from the Regional Office

Secretariat: Nenita Fabiana, Rhodela Martinez, Emmaculada Amores, Jerry Mosquite, Emmanuel Lati, Mary Grace Daradar, Jasmin Olivarie, Christine Villaruz

**COLOR CODE AND IN-CHARGE OF DOCUMENT EVALUATION/VALIDATION AND DEMONSTRATION TEACHING BY SUBJECT GROUP**

<b>Color Code (Folder)</b>	<b>SHS Subject Group</b>	<b>In-Charge (Document Evaluation/Validation Demonstration Teaching)</b>
<b>White</b>	<b>I-A</b> Oral Communication, Reading and Writing, English for Academic and Professional Purposes, Practical Research	<b>Ms. Concepcion Dela Cruz (EPS-English)</b>
<b>Pink</b>	<b>I-B</b> Kumunikasyon at Pananaliksik sa Wika at Kulturang Pilipino, Pagbasa at Pagsusuri ng Iba't-ibang Teksto sa Pananaliksik, Pagsulat sa Pilipino sa Piling Larangan	<b>Dr. Merie Rubio (EPS – Filipino)</b>
<b>Brown</b>	<b>I-C</b> 21 <sup>st</sup> Century Literature from the Philippines and the world; Contemporary Philippine Arts from the Region; Understanding Culture, Society and Politics; Introduction to Philosophy of the Human Person and Related Special HUMMS subjects	<b>Mrs. Sephora Roldan (EPS – Aral. Panlipunan)</b>
<b>Orange</b>	<b>I-D</b> Media and Information Literacy; Empowerment Technology (for the strand)	<b>Mr. Alan Vincent Altamia (EPS- EsP and Guidance)</b>
<b>Violet</b>	<b>II</b> ABM and Entrepreneurship, Research work Immersion, Research and Work Immersion	<b>Dr. Ruth Gervero (EPS- ALS)</b>
<b>Dark Green</b>	<b>III-A</b> General Mathematics, Statistics and Probability and related STEM specialized subjects	<b>Mrs. Elenia Baranda (EPS-Mathematics)</b>
<b>Red</b>	<b>III-B</b> Earth Science, Earth and Life Science, and related STEM specialized subjects	<b>Mr. Andres Qiachon (EPS-Science)</b>
<b>Dark Yellow</b>	<b>IV-A</b> Specialized TVL/ Agri-Fisheries	<b>MR. WILFREDO REOYO (EPS-TLE/EPP)</b>  <b>MR. EMMANUEL LATI (Information Technology Officer)</b>
<b>Light Blue</b>	<b>IV-B</b> Specialized TVL/ Industrial Arts	
<b>Dark Blue</b>	<b>IV-C</b> Specialized TVL/ ICT	
<b>Light Brown</b>	<b>IV-D</b> Specialized TVL/ Home Economics	
<b>Light Yellow</b>	<b>V</b> Sports and Physical Education and Health, Personal Development and related specialized Sports Subjects	<b>Mr. Ronie Reteracion (EPS-MAPEH)</b>
<b>Light Green</b>	<b>VI</b> Arts and Design	<b>Dr. Heidelyn P. Geronmiano</b>

### FOLDER TAG/LABEL SAMPLE

A tag/label (sample shown below) should be pasted on the front cover of the applicant's folder to facilitate EVALUATION PROCESS.

Subject Group: _____
Applicant's Name: _____ Contact No. _____
Home Address: _____
Track/Strand Applied for: _____ Specialization: _____
<i>(For TVL applicants only)</i>
NC _____
TMC _____
Old/New Applicant? _____ If OLD, in what subject group did you applied? _____
Currently Teaching in DepED School? YES ___/NO ___ If YES, for how long (in months)? _____
Current Position Title: _____
General Weighted Average (GWA) of BSE/Baccalaureate Course: _____
Eligibility: _____
_____ <i>Signature over Printed Name of Applicant</i>
<b>Note:</b> Please accomplish this tag completely. Write N/A along appropriate space/s if Not-Applicable.

