Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
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October 12, 2018

Division Memorandum
No. 244, s. 2018

ANNOUNCING THE RECALIBRATION AND SECOND ROUND OF SCREENING OF APPLICANTS FOR THE REMAINING SPECIAL EDUCATION TEACHER (SPET) POSITIONS FOR SY 2018-2019

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Secondary and Integrated 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 Applicants for the Remaining Special Education Teacher (SPET) Positions for SY 2018-2019.**

2. Only **new applicants** and **applicants who were not included in the initial Registry of Qualified Applicants (RQA) for SY 2018-2019** 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 (Personal Data Sheet) in two copies with the latest 2x2 ID picture
3.2. Authenticated PRC License and certified photocopy of PRC professional identification card
3.3. Certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
3.4. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
3.5. Certified copy of transcript of records
3.6. Certification on General Weighted Average (GWA) from the institution where the baccalaureate degree was obtained.
3.7. Copies of service records, contracts, performance rating, and school clearance for those with teaching experience.
3.8. Certificates of specialized training, if any
3.9. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
3.10. NBI Clearance
3.11. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

4. 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.

5. All applicants are advised to access the division **online registration form** and fill in the required information at ***http://deped.in/EsPRecab***

6. The submission of application (for new applicants) and letter of intent/additional documents (for old applicants) at the **school level** is on or before **October 19, 2018**.

7. Deadline of the submission of documents at the **Schools Division Office** by the school head is on **October 22, 2018.**

8. The schedule of the evaluation of documents, interview and demonstration teaching for new applicants shall be announced later through a separate issuance.

9. Immediate dissemination of this memorandum is desired.

ROEL F. BERMEJO, CESO V
Schools Division Superintendent

References: DepED Order No. 22, s. 2015