



March 12, 2018

**DIVISION MEMORANDUM**

No. CapZ, s. 2018

**RANKING OF QUALIFIED APPLICANTS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS FOR SCHOOL YEAR 2018-2019**

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

1. This Office announces the conduct of the **Ranking of Qualified Applicants for Senior High School Teaching Position for School Year 2018-2019**.

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. 1 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 courses with no National Certificate (e.g. Handicraft courses)</li></ul>	

	<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 NEW applicants 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. 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 23, 2018**. See *Enclosure No. 3 for the template*.

5. Old SHS applicants [*those who underwent the screening process in March 2016, December 2016 (Re-ranking), April 2017 and November 2017 (Re-ranking), but were not hired in the senior high school*] who wish to participate in this ranking 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.

6. Permanent teachers occupying SHS items are likewise allowed to join in this ranking process. The same instruction stated in paragraph no. 5 will apply.

7. Guidelines and criteria in the ranking of applicants are found in DepED Order No. 3, s. 2016 [Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017].

8. For TVL applicants, please refer to **DepED Order No. DO 51, s. 2017** for the Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood. This order can be downloaded from the DepED website ([www.deped.gov.ph](http://www.deped.gov.ph)) or from this link - <http://www.deped.gov.ph/orders/do-51-s-2017>.

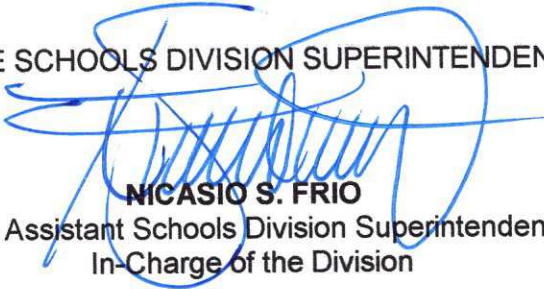
9. Folder tag or folder label (*please refer to Enclosure No. 2*) should be pasted on the front cover of the applicant's folder to facilitate the speedy evaluation process.

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

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

11. To ensure the smooth and orderly conduct of the evaluation and ranking processes, an orientation with all the interested applicants will be held on **Saturday, March 17, 2018** at 9:00 o'clock in the morning at Capiz National High School Gym, Roxas City.
12. Specific schedule of the **document evaluation, demonstration teaching and interview for new applicants** will be announced later through a separate memorandum or advisory.
13. Applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.
14. For the guidance of all concerned, inclosed are the following:
  - 14.1. Enclosure No. 1 - Color Code for Document Folder per Subject Group
  - 14.2. Enclosure No. 2 – Folder Tag/Label Sample
  - 14.3. Enclosure No. 3 - List of Teacher-Applicants Template
15. Expenses incurred relative to the conduct of this ranking activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
16. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

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

Enclosures: As Stated  
Reference: DepED Order No. 3, s. 2016  
DepED Order No. 32, s. 2016  
DepED Order No. 51, s. 2017

**COLOR CODE FOR THE DOCUMENT FOLDER PER SUBJECT GROUP**

<b>Color Code (Folder)</b>	<b>SHS Subject Group</b>
<b>Yellow</b>	<b>I-A</b> Oral Communication, Reading and Writing, English for Academic and Professional Purposes, Practical Research
<b>Blue</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>White</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>Green</b>	<b>I-D</b> Media and Information Literacy; Empowerment Technology (for the strand)
<b>Violet</b>	<b>II</b> ABM and Entrepreneurship, Research work Immersion, Research and Work Immersion
<b>Brown</b>	<b>III-A</b> General Mathematics, Statistics and Probability and related STEM specialized subjects
<b>Red</b>	<b>III-B</b> Earth Science, Earth and Life Science, and related STEM specialized subjects
<b>Orange</b>	<b>IV-A</b> Specialized TVL/ Agri-Fisheries
	<b>IV-B</b> Specialized TVL/ Industrial Arts
	<b>IV-C</b> Specialized TVL/ ICT
	<b>IV-D</b> Specialized TVL/ Home Economics
<b>Pink</b>	<b>V</b> Sports and Physical Education and Health, Personal Development and related specialized Sports Subjects

### FOLDER TAG/LABEL

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

**Instruction:** Fill-in the necessary information. If **NOT** applicable, please write **N/A**. Don't leave any space blank.

Applicant's Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

Home Address: \_\_\_\_\_

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

Present Position: \_\_\_\_\_

School/Industry of Employment: \_\_\_\_\_

Subject Group/s applied (Check appropriate box/es):

<input type="checkbox"/> I-A (English)	<input type="checkbox"/> II- ABM	<input type="checkbox"/> IV-B (TVL/Industrial Arts)
<input type="checkbox"/> I-B (Filipino)	<input type="checkbox"/> III-A (Math)	<input type="checkbox"/> IV-C (TVL/ICT)
<input type="checkbox"/> I-C (Soc. Sci./HUMSS)	<input type="checkbox"/> III-B (Science)	<input type="checkbox"/> IV-D (TVL/Home Economics)
<input type="checkbox"/> I - D (M&I/EM.TECH)	<input type="checkbox"/> IV-A (TVL/Agri. Fishery)	<input type="checkbox"/> V- Sports (PE)

**(For TVL applicants only)**

Specialization/s: \_\_\_\_\_

NC II \_\_\_\_\_

TMC \_\_\_\_\_

Industry/Work Experience (No. of Months) \_\_\_\_\_ Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Are you an OLD or NEW Applicant? (Please shade the appropriate box)

NEW     OLD    *If OLD, when was the last time you participated in the ranking process at DepED-Schools Division of Capiz?* \_\_\_\_\_

General Weighted Average (GWA) of BSE/Baccalaureate Course: \_\_\_\_\_

Eligibility: \_\_\_\_\_

\_\_\_\_\_ School

**LIST OF SHS TEACHER-APPLICANTS FOR SY 2016-2017**

TRACK: \_\_\_\_\_ Subject Group: \_\_\_\_\_

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	Omnibus Cert.					

**SCHOOL SCREENING COMMITTEE**

\_\_\_\_\_ Chair

\_\_\_\_\_ Member    \_\_\_\_\_ Member    \_\_\_\_\_ Member    \_\_\_\_\_ Member