



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

June 22, 2022

**DIVISION MEMORANDUM**

No. **186** s. 2022

**SUBMISSION OF DOCUMENTS OF TEACHER APPLICANTS (KINDERGARTEN, SPECIAL EDUCATION, ELEMENTARY, AND JUNIOR HIGH SCHOOL – REGULAR AND IPED) FOR SY 2022-2023**

To: **Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Senior/Education Program Specialists  
Heads of Public Elementary, Secondary and Integrated Schools  
All Teacher I Applicants Concerned**

1. Pursuant to DepED Order No. 7, s. 2015 titled “HIRING GUIDELINES FOR TEACHER 1 POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016,” please be informed of the recruitment procedure for Teacher 1 applicants in Kindergarten, Special Education (SPed), Elementary, and Junior High School for SY 2022-2023.

2. An applicant for the **Kindergarten, Special Education (SPed), Elementary and/or Junior High School** levels shall submit to the head of the elementary or secondary school a written application with the following documents **NOT later than 5:00 o'clock in the afternoon of July 7, 2022 (Thursday)**:

- a. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture
- b. **Authenticated** PRC Professional Teacher's license
- c. **Certified photocopy** of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
- d. **Certified copy** of Undergraduate Transcript of Records (TOR) (**with Computation of GWA**) and TOR in Masters and Doctoral degree, **if full-fledged**
- e. **Certified copies** of service record, performance rating, and school clearance for those with teaching experience. (Certification of employment with specific inclusive dates of employment may be submitted, but subject to the acceptance by the Division Selection Committee.) If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
- f. **Certified copies** of Certificates of specialized training, if any
- g. **Certified copy** of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee



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- h. NBI clearance
- i. Certified machine copy of the results of English Proficiency Test (EPT)
- j. **For IPED applicants** – Duly certified NCIP Certificate or its equivalent
- k. Omnibus certification of authenticity and veracity of all documents submitted **signed by the applicant**

**It is advised that the applicant shall arrange the documents in a folder with Table of Contents and proper tabs based on the list above (a-k).**

The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the omnibus certification of authenticity. **Any violation will automatically disqualify the applicant from the selection process.**

- 3. This recruitment process upholds the principle of equality for employment opportunities for all qualified candidates regardless of gender, age, civil status, religion, political affiliation, national origin, race or color, physical disability, and ethnicity pursuant to existing government laws, rules and regulations.
- 4. All applicants are reminded that, per Civil Service Commission 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), all Professional Teachers' License MUST be authenticated prior to appointment.
- 5. **Applicants who have not yet taken the English Proficiency Test (EPT) or those whose EPT was taken before June 2020 are advised to take the said test to be given this year.** Per DepEd Memorandum No. 106, s. 2019, the "result of the EPT shall be valid for two years from the time of the test administration."
- 6. The timeline of activities will be announced in a separate memorandum.
- 7. Immediate dissemination of this Memorandum is strongly desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Reference: DepED Order No. 7, s. 2015  
Allotment: 1-(RO 12-94)  
To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT, TEACHERS



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Enclosure No. 1 to Division Memorandum No. 186, s. 2022

**REQUEST FOR RETENTION OF POINTS FOR SY 2022-2023 RANKING**  
(Kindergarten, SPED, Elementary, Junior High School)

Date: \_\_\_\_\_

**The Division Selection Committee**  
Schools Division of Capiz  
Banica, Roxas City

Sir/Madam:

I have the honor to request for retention of points which I obtained in the ranking for SY 2021-2022 to be used in my present application for SY 2022-2023 in the following criteria:

Criteria	Points (write NA if not applicable)
Education	
Teaching Experience	
LET Rating	
Specialized Training and Skills	
Interview	
Demonstration Teaching	
Communication Skills	

Attached is an official copy of the points which I garnered in SY 2021-2022.

Thank you.

Truly yours,

Name and Signature of Applicant



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