



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

June 22, 2022

DIVISION MEMORANDUM

No. **187** s. 2022

**SUBMISSION OF DOCUMENTS OF SENIOR HIGH SCHOOL (SHS) TEACHER
APPLICANTS 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 Others Concerned**

1. Pursuant to DepED Order No. 3, s. 2016 “HIRING GUIDELINES FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2016-2017,” DepED Order No. 27, s. 2016, “QUALIFICATION STANDARDS (QS) FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS IN THE DEPARTMENT OF EDUCATION (DEPED), DepED Order No. 32, s. 2016 “ADDENDUM TO DEPED ORDER NO. 3, s. 2016,” DepED Order No. 49, s. 2016, “HIRING OF CONTRACTUAL (FULL-TIME AND PART-TIME) TEACHERS IN SENIOR HIGH SCHOOL, and DepEd Order No. 51, s. 2017, “AMENDED QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS IN THE TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK AND OTHER CLARIFICATIONS ON THE HIRING GUIDELINES,” please be informed of the recruitment procedure for Senior High School Teachers for SY 2022-2023.
2. It is advised that all applicants shall read the foregoing and other related issuances before submitting their application letter and documents.
3. Qualified applicants who are already permanent teachers with the DepEd shall be evaluated based on Section II.2 of DepEd Order No. 3, s. 2016.
2. An applicant shall **submit to the head of the secondary school** a written application with the following documents **NOT later than 5:00 o'clock in the afternoon of July 7, 2022 (Thursday)**:



Address: Banica, Roxas City
Contact Number: (036) 6518 456
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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| | Applicants for Permanent Positions | Applicants for Part-Time Positions |
|---|---|---|
| Mandatory requirements | <ul style="list-style-type: none"> • Letter of intent which shall indicate the following information: <ul style="list-style-type: none"> a. Statement of purpose/expression of interest b. Subject group he/she intends to teach c. Preferred school(s), if any • CSC Form 212, latest revision (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture • Certified machine copy of undergraduate Transcript of Records with computation of GWA • Certified machine copy of Transcript of Records in Masters and Doctorate course/s, if relevant to the subject applied for • Certified photocopy of certificates of relevant specialized trainings, if any • Certified copy of Voter's ID and/or any proof of residency • National Bureau of Investigation (NBI) clearance • Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant | |
| Additional requirements | <ul style="list-style-type: none"> • Certified photocopy of Diploma on Bachelor's degree • Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject • Authenticated Professional Regulation Commission (PRC) license • Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET) • Certified machine copy of latest EPT result indicating the year when the Test was taken | <ul style="list-style-type: none"> • Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit. |
| Additional requirements for TVL teacher-applicants | <ul style="list-style-type: none"> • Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least the same level as the course to be taught in subject to be taught (e.g. NC-II in SMAW to teach SMAW-NC-II). Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses) • Certified photocopy of Trainers Methodology Certificate (TMC) I, if available | |



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| | Applicants for Permanent Positions | Applicants for Part-Time Positions |
|---|---|---|
| Additional requirements for Arts and Design and Sports Tracks teacher-applicants | <ul style="list-style-type: none">• Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild | |
| Additional requirement for HEI/TVI faculty who are teacher-applicants | <ul style="list-style-type: none">• Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI | |

Note: Each Senior High School teacher applicant shall submit **separate sets of folders** for each track/strand/specialization that he/she intends to apply. **ALL DOCUMENTS IN THE FOLDERS MUST BE ARRANGED IN ORDER.** In the **Table of Contents**, the applicant should provide the data for those items labeled applicant in the leftmost column. In the outside front cover of each folder, the following information should be written: 1. Name of Applicant, 2. Subject Group, 3. School, 4. District.

Subject Group guide: IA-English, IB-Filipino, IC-Social Science, ID-ICT (Academic), II-Accountancy, Business and Management, IIIA- Mathematics, IIIB-Physical Science, IIIC- Biological Science, IVA-TVL Agri-Fishery, IV-B Industrial Arts, IV-C TVL ICT, IV-D Home Economics, Sports Group, and Arts and Design Group.

The applicant must bring all original documents upon submission of his/her folders. He/she 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.**

4. Applicants who opt to retain points gained in the previous ranking in SY 2021-2022 should state so in his/her Application Letter and should specify the criteria points to be retained using the enclosed form (Enclosure No. 1).

5. This recruitment process upholds the principle of equality for employment opportunities for all qualified candidates regardless of gender, age, civil status, religion, political affiliation,



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national origin, race or color, physical disability, and ethnicity pursuant to existing government laws, rules and regulations.

6. 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.
7. Applicants should take the English Proficiency Test (EPT)/English Communication Skills given by the Bureau of Education Assessment (BEA). However, an SHS teacher applicant **may opt to** use his/her latest EPT result which he/she has taken in 2014 or later per Section F of DepEd Order No. 32, s. 2016.
8. The timeline of activities will be announced in a separate memorandum.
9. Immediate dissemination of this Memorandum is strongly desired.


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

Enclosures: As stated

References: DepED Order 3, 27, 32, and 49, s. 2016, DepED Order 51, s. 2017

Allotment: 1-(RO 12-94)

To be indicated in the Perpetual Index
Under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT, TEACHERS

MDA/jrn



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Enclosure No. 1 to Division Memorandum No. 187, s. 2022

**REQUEST FOR RETENTION OF POINTS FOR SY 2022-2023 RANKING
(Senior High School)**

Date: _____

The Division Selection Committee

Schools Division of Capiz
Banica, Roxas City

Sir/Madam:

I have the honor to request fore 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 and Points to be Retained | Points (write NA if not applicable) |
|--|-------------------------------------|
| Education | |
| Teaching/Industry/Workplace Experience | |
| Specialized Training | |
| Interview | |
| English Communication Skills/EPT | |
| Portfolio/Outstanding Achievements | |
| Demonstration Teaching | |

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

Thank you.

Truly yours,

Name and Signature of Applicant

Subject Group (Pls encircle) Refer to the subject group guide in the memo.

IA IB IC ID II IIIA IIIB IIIC IVA IVB IVC IVD

Sports Arts and Design

District: _____

School: _____



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