



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

July 13, 2022

DIVISION MEMORANDUM
No. 218 s. 2022

TIMELINE OF THE RECRUITMENT PROCEDURE FOR TEACHER I (KINDERGARTEN, ELEMENTARY, SPED, JUNIOR HIGH SCHOOL-REGULAR AND IPed) AND SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR SCHOOL YEAR (SY) 2022-2023

- To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned
1. Please find attached as Enclosure No. 1 the TIMELINE OF THE RECRUITMENT PROCEDURES FOR TEACHER I (KINDERGARTEN, ELEMENTARY, SPED, JUNIOR HIGH SCHOOL REGULAR AND IPed) AND SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR SY 2022-2023, for the information and guidance of all concerned.
 2. Expenses incurred for the food of the Division Selection Committee-TWG in the District on the conduct of Demonstration of teaching, Interview, Specialized Training & Skills certificate validation, evaluation of experience and portfolio of teacher applicants are chargeable against Division MOOE fund, subject to the usual auditing and accounting rules and regulations.
 2. Immediate dissemination of this memorandum is desired.


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

Admin/HR



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**TIMELINE OF THE RECRUITMENT PROCEDURES FOR TEACHER I
(KINDERGARTEN, ELEMENTARY, SPed, JUNIOR HIGH SCHOOL-REGULAR AND
IPed) AND SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR SY 2022-2023**

Date	ACTIVITIES
July 8, 2022	9 AM - Virtual orientation of School Screening Committees (Elementary, Kindergarten, SPed, IPed, Junior and Senior High School) 1 PM - Virtual orientation of Division Selection Committees, Division Selection Committee TWG in the District, and District RQA Encoders
July 11, 2022	Applicants submit three (3) sets of folders containing letter of application and supporting documents to the school head of the school where they intend to apply (1 copy-school; 1 copy-district; 1 copy-division)
July 12, 2022	School Heads concerned, through the PSDS, submit to the office of the SDS, the composition of the School Screening Committee, for issuance of designation order.
July 11-12, 2022	School Screening Committee (SSC) reviews and authenticates the documents submitted by the applicants
July 11-13, 2022	School Screening Committee encodes OFFLINE the basic data and scores of applicants (template will be given)
July 13, 2022	<ul style="list-style-type: none"> ➤ School Screening Committee, through the school head, transmits the encoded data (hard copy) of applicants to the District RQA Encoders concerned ➤ District RQA Encoders encode ONLINE the transmitted data and ratings of each

July 13-14, 2022	applicant received from the district plus other pertinent data asked for in the google sheet.
July 14, 2022	<p>School Screening Committee submits with 2 copies of transmittal letter noted by the PSDS the list of applicants together with their folders (copy for division office) to the Division Office c/o the Division Selection Committee Secretariat.</p> <p>The Secretariat receives and keeps custody of one (1) copy of the transmittal letter with list of applicants and forwards the folders and one (1) copy of the list of applicants to the EPS/Specialist concerned.</p> <p>Each bundle of folders should be labeled with district name, school, and level (Kindergarten, SPed, Elementary, JHS-specialization, SHS-Subject Group)</p>
July 13, 2022	School Screening Committee submits to the PSDS the applicants' folders (copy for the district) .

July 14-20, 2022	<p>Division Selection Committee TWG in the District rates the applicants on:</p> <ol style="list-style-type: none"> 1. Specialized Training and Skills certificate and validation (validation for K to 10 applicants only) 2. Interview, and 3. Demonstration Teaching (for applicants who will Demo using Mother Tongue (to get +5), they should be informed that they will be appointed in K - 3 only, but their points should not exceed 15 points There should be a separate list of Elementary level applicants who did the
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	Demo using Mother Tongue where they will get +5.
July 14-20, 2022	<p>Education Program Supervisors concerned shall proceed to the district and rate the applicants of the district assigned to them based on the schedule provided by the PSDS but not later than July 20, 2022:</p> <ul style="list-style-type: none"> a. Teaching Experience (all applicants from K to 12); and b. Portfolio/Outstanding Accomplishment (for SHS applicants) They shall record the scores in hard copy; template will be provided c. Proposed position of SHS applicants
July 18-22, 2022	Tentative date of EPT (to be scheduled by batch)
July 21-22, 2022	<p>District encoder encodes online the applicants' rating (using the form provided for) on Validated Specialized Training and Skills, Interview, and Demonstration Teaching, Portfolio, etc.</p> <p>District retains the folders-District Copy of the applicants in the District Office for future reference</p>
July 25-26, 2022	District TWG validates in the presence of applicants their tentative points earned in each criterion (except EPT if not yet available) and other basic data. Attendance of applicants to this activity should be properly documented by the District TWG
July 27-29, 2022	Division Selection Committee and the district representatives do the final encoding, reviewing and consolidating of the individual ratings of applicants