

January 22, 2016

**Division Memorandum**No. 11 s. 2016**HIRING GUIDELINES FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2016-2017**

**TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
District Supervisors  
Secondary School Heads/Principals/TICs/OICs  
All Others Concerned**

1. To ensure that the quality of basic education in the Division is enhanced through hiring of highly-competent teachers for SY 2016-2017, all schools are enjoined to abide with DepEd Order No. 3, S. 2016, re: Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017.
2. The following provisions of the abovementioned DepEd Orders are hereby emphasized/reiterated:
  - a. For applicants who are already teaching in the Department of Education, DepEd Order 66, s. 2007 shall apply, except for "Part III. Computation of Points" of the said DepEd Order. "Part VII. Evaluation Criteria and Computation of Points" of this Order shall apply instead.
  - b. The attached Qualification Standards (QS) shall serve as the basic guide in the selection of personnel and in the evaluation of appointments to all positions in the government (Annexes A-D).
  - c. SHS teacher applicants should indicate the SHS subject group they intend to teach in their application letter. Applicants should be able to teach most, if not all, of the subjects in the same group. The SHS Subject Groups are as follows:

**Group I. HUMSS and the following subject groupings:**

- I-A: Oral Communication, Reading and Writing, English for Academic and Professional Purposes, Practical Research
- I-B: Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino, Pagbasa at Pagsusuring Iba't ibang Tekstosa Pananaliksik, Pagsulatsa Pilipino sa Piling Larangan
- I-C: 21<sup>st</sup> Century Literature from the Philippine and the World; Contemporary Philippine Arts from the Region; Understanding Culture, Society and Politics; Introduction to the Philosophy of the Human Person and related specialized HUMSS subjects
- I-D: Media and Information Literacy; Empowerment Technologies (for the

Strands)

**Group II. ABM and Entrepreneurship, Research and Work Immersion**

**Group III. STEM and the following subject groupings:**

III-A: General Mathematics, Statistics and Probability and related specialized STEM subjects

III-B: Earth Science, Earth and Life Science, Physical Science and related specialized STEM subjects

**Group IV. TVL and the following specializations:**

IV-A: Specialized TVL/Agri-Fisheries

IV-B: Specialized TVL/Industrial Arts

IV-C: Specialized TVL/ICT

IV-D: Specialized TVL/Home Economics

**Group V. Sports and the following subjects:**

Physical Education and Health, Personal Development and related specialized Sports Subjects

**Group VI. Arts and Design**

3. Applicants shall register to the Department's online system at **application.deped.gov.ph**, where they must encode their Personal Data Sheet (PDS) and select the division(s) where they want to be ranked. Once submitted, a Unique Application Number (UAN) will be issued. In the submission of application requirements, the UAN shall be indicated, if not available. Application without the UAN shall still be accepted by the SDO. Applicants who are unable to submit the UAN may still go through the evaluation process, be ranked in the RQA, and be hired. However, the UAN shall be submitted to the SDO once it is available.
4. Applicants who have already submitted the complete requirements during the Call for Expressions of Intent shall not be required to resubmit. However, they may submit additional/updated documents (e.g. new certificates, portfolio pieces, etc.). Applicants who have submitted partial or incomplete requirements shall be required to submit the lacking necessary documents.
5. Applicants shall submit to the SDO or the school head of the SHS where a teacher shortage or vacancy exists, a written application, supported by the following documents:

	Applicants for Permanent Positions	Applicants for Part-Time Positions
<b>Mandatory Requirements</b>	<ol style="list-style-type: none"> <li>1. Letter of intent which shall indicate the following information:                             <ol style="list-style-type: none"> <li>a. Statement of purpose/expression of interest</li> <li>b. Subject group he/she intends to teach</li> <li>c. Preferred school(s), if any</li> </ol> </li> <li>2. CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with latest 2x2 id picture</li> <li>3. Certified photocopy of certificates of relevant specialized trainings, if any</li> <li>4. Certified copy of Voter's ID and/or any proof of residency</li> <li>5. NBI Clearance</li> <li>6. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant</li> </ol>	
<b>Additional Requirements</b>	1. Certified photocopy of	1. Written approval from

	Diploma on Bachelor's degree 2. Certified Photocopy of Transcript of Records (TOR) with at least 15 units of specialization in relevant strand/specialized subject 3. Certified photocopy of PRC ID 4. Certified photocopy of ratings obtained in the LET/PBET	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	1. TESDA National Certificate (NC) of at least one level higher than the course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no NC (e.g. Handicraft courses) 2. Certified photocopy of Trainers Methodology Certificate (TMC), if available	
Additional Requirements for Arts and Design and Sports Tracks	1. Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild	
Additional Requirements for HEI/TVI faculty	1. Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI	

6. The following activities with the corresponding dates and venues shall be observed:

ACTIVITIES	DATES
Filing of applications and submission of documents to the School Screening Committee	January 25 to February 5, 2016
Submission of pertinent documents to the Division Selection Committee	February 9, 2016
Demo Teaching and Interview of Teacher Applicants	February 12 – 19, 2016
Administration of English Proficiency Test	February 23, 2016
Consolidation of Ratings/Evaluation and Preparation of Registry of Qualified Applicants	February 24 – 26, 2016
Submission of Registry of Qualified Applicants to SDS for Approval	February 29, 2016
Posting of RQA to Conspicuous Places	March 7, 2016

7. Teacher-applicants who will take the EPT are advised to wear proper business attire: blouse, slacks/skirt and closed shoes for females, and polo/polo shirt, slacks, and leather shoes for males. Also, bring Identification Card, Certificate of PRC Rating and/or PRC license for identification/verification purposes.

8. Teacher applicants shall be evaluated according to the criteria detailed below:

Criteria	Academic and Core Subjects (Groups I-A to D, II, III-A and III-B)	TVL (Group IV)	Arts and Design (Group V)	Sports (Group VI)
Education	20	15	15	15
Teaching/Industry/ Work Experience	15	20	20	20
Specialized Training	10	20	15	15
Interview	15	15	15	15
EPT	10	5	5	5
Portfolio/Outstanding Achievements	10	10	15	15
Demonstration Teaching	20	15	15	15
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

9. Academic personnel applicants from Higher Education Institution (HEI) must present a certificate of Service Rendered and of Good Standing from his/her employer with the information listed below, if available.

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

10. The cut-off score for inclusion in the RQA is seventy (70) points. In cases where all those in RQA have been appointed and there are still vacant positions, applicants with eligibility (professional teaching license) who obtained ratings of 65.00 to 69.99 points may be given permanent positions.


11. If all those without eligibility who obtained ratings of 65.00 to 69.99 points have been appointed and assigned to their respective stations and there are still available positions, applicants who obtained 65.00 to 69.99 points but are without eligibility may be given contractual appointments.

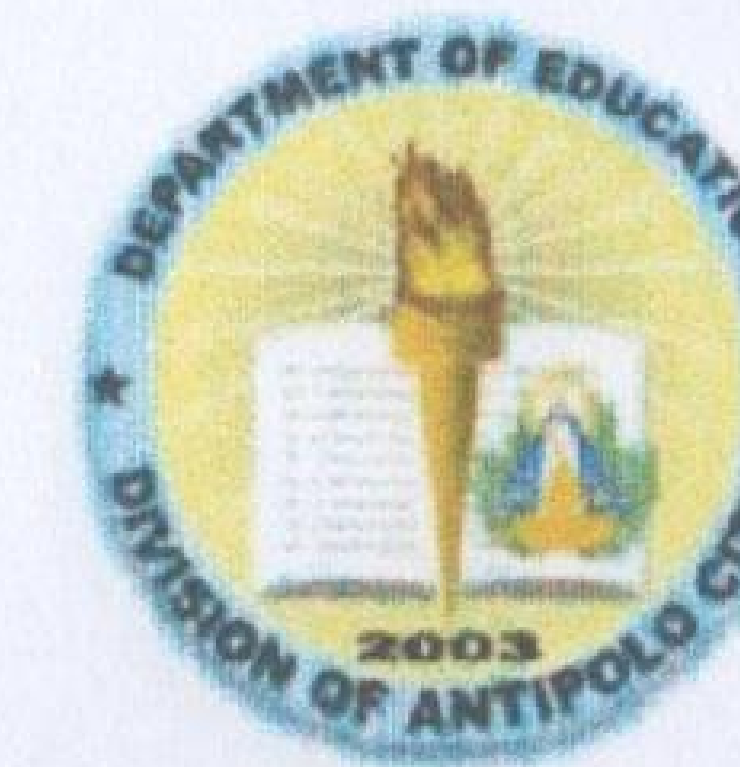
12. In cases where all those who obtained 65.00 to 69.99 points have been appointed and assigned to their respective stations and there are still available positions, the concerned SDO shall coordinate with a neighboring SDO whose RQA has not yet been exhausted and facilitate their applicants' deployment to the Division, subject to the applicants' written concurrence. If an applicant refuses to be deployed to the other division, no deployment shall be effected. The evaluation process shall not be repeated; the scores given by the neighbouring SDO shall be honored.

13. Subject area of specialization of the qualified applicant shall be the primary consideration. Thus, applicants to be appointed must be qualified to teach the subjects area of specialization needed in the school.

14. Pursuant to Section 12 of RA 10533, qualified academic personnel affected or displaced from employment from HEIs as a result of the adoption and implementation of the Act shall be given priority in hiring. Thus, per RQA, displaced HEI faculty (with the specialization needed in the school) shall be appointed first before all other qualified applicants may be appointed.

15. For SY 2016-2017, hiring of teachers for the core subjects shall be prioritized. For SY 2017-2018, hiring of teachers for the specialized subjects shall then be prioritized. For SY 2018-2019 onwards, hiring shall be based on the division and schools' needs.
16. Once the RQA has been released, the Division Selection Committee shall determine and directly communicate with the qualified applicants regarding the following concerns:
- a. Teaching rank and salary to be offered based on applicant's qualifications, following the qualification standards set in Annex A (Qualification Standards) of this Order. However, only Teacher I positions may be offered to qualified fresh graduates (those who have successfully completed a course of study or training within one year from the date of graduation).
  - b. Options for status of employment based on applicant's preference and eligibility.
    - **Permanent**
      - a. Allowed if applicant obtains a rating of 70 and above; and possesses requirements under Education, Experience, Training, and Eligibility set in Annex A; or
      - b. If applicant is a licensed teacher who obtained a rating between 65.00 to 69.99, and the SDO has exhausted its RQA and there are still positions to be filled.
    - **Provisional**
      - a. Allowed if applicant obtains a rating of 70 and above; and possesses requirements under Education, Experience, and Training set in Annex A. Eligibility requirement (passing the LET\_ must be gained within the first five (5) years of teaching SHS.
    - **Contractual**
      - a. Allowed if applicant obtains rating of 70 and above but opts to have a contractual appointment; or
      - b. If applicant lacks the Eligibility requirement but obtains an RQA rating between 65.00 to 69.99, and the SDO has exhausted its RQA, appointed eligible applicants who obtained 65.00 to 69.99 points, and there are still positions to be filled.
17. For strict compliance and guidance.

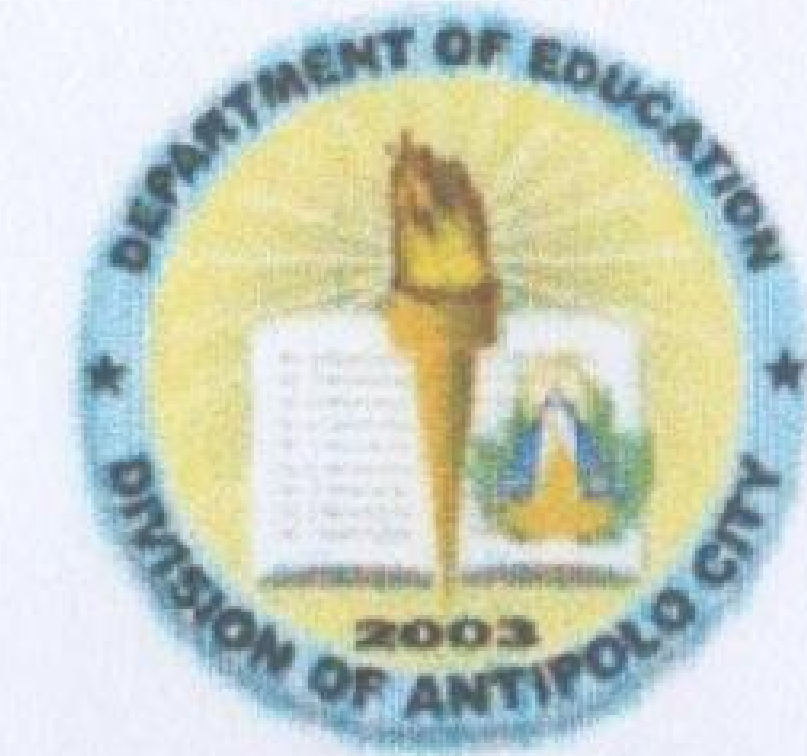
  
**DR. ROMMEL C. BAUTISTA, CESO VI**  
Schools Division Superintendent



**ANNEX A**  
**SENIOR HIGH SCHOOL (SHS) QUALIFICATION STANDARDS (QS)**

**For the Academic Track and Core Subjects**

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher I (SHS) SG 11	Bachelor's degree majoring in relevant strand/subject; or any Bachelor's degree with 15 units of specialization in relevant strand/subject	None required	None required.	<ul style="list-style-type: none"> <li>Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</li> </ul>
Teacher II (SHS) SG 12	Bachelor's degree majoring in relevant strand/subject; or any Bachelor's degree plus at least <b>6 units</b> towards a Master's degree in relevant strand/subject	None required.	None required.	
Teacher III (SHS) SG 13	Bachelor's degree majoring in relevant strand/subject; or any Bachelor's degree plus at least <b>12 units</b> towards a Master's degree in relevant strand/subject	1 year relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	<ul style="list-style-type: none"> <li>Regular applicants for a contractual position: None required</li> </ul>
Master Teacher I (SHS) SG 18	Master's degree in relevant strand/subject	4 years of relevant teaching/industry work experience	8 hours of training relevant to the subject area of specialization	
Master Teacher II (SHS) SG 19	Master's degree in relevant strand/subject	5 years relevant teaching/industry work experience	12 hours of training relevant to the subject area of specialization	<ul style="list-style-type: none"> <li>Practitioners (part-time only): None required</li> </ul>
Master Teacher III (SHS) SG 20	Master's degree in relevant strand/core or specialized subject plus 12 units towards a Doctorate in relevant strand/subject	5 years relevant teaching/industry work experience	16 hours of training relevant to the subject area of specialization	
Master Teaching IV (SHS) SG 21	Master's degree in relevant strand/specialized subject plus 18 units towards a Doctorate in relevant strand/specialized subject	6 years relevant teaching/industry work experience	20 hours of training relevant to the subject area of specialization	



**ANNEX B**  
**SENIOR HIGH SCHOOL (SHS) QUALIFICATION STANDARDS (QS)**  
For the Arts and Design Track

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher I (SHS) SG 11	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	None required	None required.	<ul style="list-style-type: none"> <li>Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</li> </ul>
Teacher II (SHS) SG 12	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the Track	
Teacher III (SHS) SG 13	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus at 18 units of specialization in the relevant subject	2 years relevant teaching/industry work experience	4 hours of training relevant to the courses in the Track	<ul style="list-style-type: none"> <li>Regular applicants for a contractual position: None required</li> </ul>
Master Teacher I (SHS) SG 18	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the relevant subject; and 18 units for a Master's degree in fields under the strand	3 years relevant teaching/industry work experience	8 hours of training relevant to courses in the Track	<ul style="list-style-type: none"> <li>Practitioners (part-time only): None required</li> </ul>
Master Teacher II (SHS) SG 19	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the strand; and 24 units for a Master's degree in fields under the strand	4 years relevant teaching/industry work experience	8 hours of training relevant to the courses in the Track	
Master Teacher III (SHS) SG 20	Completion of academic requirements for a Master's degree in fields under the Track	5 years relevant teaching/industry work experience	16 hours of training relevant to the courses in the Track	
Master Teacher IV (SHS) SG 21	Completion of academic requirements for a Master's degree in fields under the Track	6 years relevant teaching/industry work experience	16 hours of training relevant to the courses in the Track	

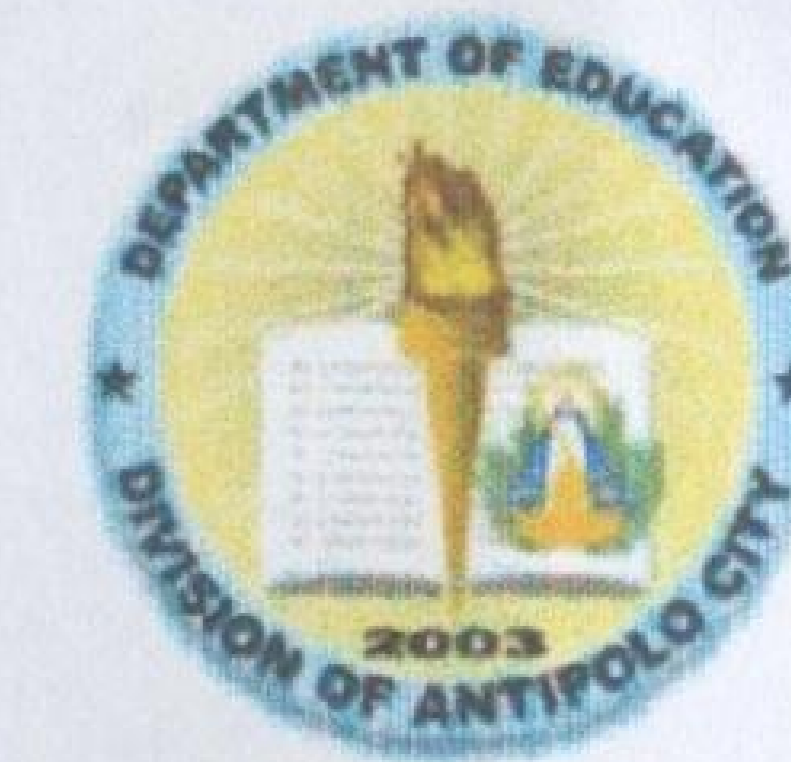


**ANNEX C**  
**SENIOR HIGH SCHOOL (SHS) QUALIFICATION STANDARDS (QS)**

**For the Sports Track**

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher I (SHS) SG 11	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in fields under the Track	None required	None required.	<ul style="list-style-type: none"> <li>Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</li> </ul>
Teacher II (SHS) SG 12	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	1 year relevant teaching/industry work experience	4 hours of trainings relevant to the courses in the Strand	
Teacher III (SHS) SG 13	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus at 18 units of specialization in fields under the Track	2 years relevant teaching/industry work experience	4 hours of trainings relevant to the courses in the Strand	
Master Teacher I (SHS) SG 18	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the Strand; and 18 units for a Master's degree in fields under the Track	3 years relevant teaching/industry work experience	8 hours of trainings relevant to courses in the Strand	<ul style="list-style-type: none"> <li>Regular applicants for a contractual position: None required</li> <li>Practitioners (part-time only): None required</li> </ul>
Master Teacher II (SHS) SG 19	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the Strand; and 24 units for a Master's degree in fields under the Track	4 years relevant teaching/industry work experience	8 hours of trainings relevant to the courses in the Strand	
Master Teacher III (SHS) SG 20	Completion of academic requirements for a Master's degree in fields under the Track	5 years relevant teaching/industry work experience	16 hours of training relevant to the courses in the Strand	
Master Teacher IV (SHS) SG 21	Completion of academic requirements for a Master's degree in fields under the Track	6 years relevant teaching/industry work experience	16 hours of training relevant to the courses in the Strand	





**ANNEX D**  
**SENIOR HIGH SCHOOL (SHS) QUALIFICATION STANDARDS (QS)**  
**For the Technical-Vocational Livelihood (TVL) Track**

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Teacher I (SHS) SG 11	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None	At least NC II <i>*Appropriate to the specialization</i>	<ul style="list-style-type: none"> <li>Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</li> <li>Regular applicants for a contractual position: None required</li> <li>Practitioners (part-time only): None required</li> </ul>
Teacher II (SHS) SG 12	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	None	At least NC II + TMC I <i>*Appropriate to the specialization</i>	
Teacher III (SHS) SG 13	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	1 year relevant teaching/industry work experience	At least NC III + TMC I <i>*Appropriate to the specialization</i> IV + MMC I	
Master Teacher I (SHS) SG 18	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	2 years relevant teaching/industry work experience	At least NC III + TMC II <i>*Appropriate to the specialization</i> III + TMC	
Master Teacher II (SHS) SG 19	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	3 years relevant teaching/industry work experience	At least NC IV + TMC II <i>*Appropriate to the specialization</i>	
Master Teacher III (SHS) SG 20	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	4 years relevant teaching/industry work experience	At least NC IV + TMC II <i>*Appropriate to the specialization</i>	
Master Teacher IV (SHS) SG 21	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	5 years relevant teaching/industry work experience	At least NV IV + TMC II <i>*Appropriate to the specialization</i>	