

07 January, 2015

Division Memorandum
No. 03 s. 2015

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS FOR TEACHER 1
POSITION FOR SY 2015-2016**

TO: Assistant Schools Division Superintendent, Education Program Supervisors
District Supervisors, Elementary and Secondary School Heads/Principals/TICs/OICs
All others concerned

1. To ensure that quality of basic education in the Division is enhance through hiring of highly-competent teachers for SY 2015-2016, all schools are enjoined to abide by with the Guidelines on Recruitment, Selection, Evaluation and Ranking of Teacher 1 applicants issued by the Department:
 - a. **DepEd Order No 12, s. 2012** – Revised Guidelines on the Hiring of Teacher 1 positions Based on the reform Actions in Basic Education Sector Reform Agenda (BESRA)
 - b. **DepEd Order No. 25, s. 2012** – Addendum to DepEd Order No. 12, s. 2012
 - c. **DepEd Order No. 37, s. 2012** – Addendum to DepEd Order Nos. 12 and 25, s. 2012
 - d. **DepEd Order No. 81, s. 2012** - Additional Policy Guidelines on Hiring and Deployment of Kindergarten Teachers
 - e. **DepEd Order No. 14, s. 2014** – Hiring Guidelines for Teacher I Positions Effective SY 2014-2015
2. The following provisions of the abovementioned DepEd Orders are hereby emphasized/reiterated:
 - a. DepEd Order No. 22, s. 2013, otherwise known as the “Revised Guidelines on the Transfer of Teachers from One Station to Another” shall be strictly observed.
 - b. Public school teachers requesting for transfer to another assignment are not considered new applicants and should not therefore be subjected to these hiring guidelines. (Paragraph 3.2 of DepEd Order No.12 s. 2012)
 - c. As provided in Section 26 (b) Paragraph 2 of RA 9293, teachers who have not practiced their profession for the past five (5) years shall be required to take at least twelve (12) units of education courses, consisting of at least six (6) units of pedagogy and six (6) units of context courses.
 - d. As stipulated in DepEd Order No. 14 s. 2014 paragraph 5.2.1.1. (a and b), the composition of Screening Committee are as follows:

School Level:

Elementary
Chairman: School Head
Members: Four (4) teachers

Secondary
Chairman: School Head
Members: Department Head Concerned
Three (3) teacher from different learning areas as needed based on school vacancies

- e. The School Screening Committee shall verify all documents as to completeness and authenticity and submits the lists of applicants with the corresponding documents to the Division Selection Committee (Paragraph 5.2.1.2, (c and e) of DepEd Order No.14 s. 2014). The List of Applicants shall be categorized by position, i.e. Elementary/Secondary, Pre-school, Mobile Teacher, SPED.
- f. The composition of Division Selection Committee (DepEd Order No. 14 s. 2014, paragraph 5.2.2.1) are as follows:

Elementary

- Chairman: **Doris DJ. Estalilla**
OIC-Office of the Assistant Schools Division Superintendent
- Members: **Dr. Lusito F. Diego**
EPS-EPP/TLE
Mrs. Dolores J. Agong
EPS- Science
Mrs. Merlita O. Sayago
EPS-Private Schools/Kindergarten
Mr. Ferdinand B. Millan
PESPA President

Secondary

- Chairman: **Doris DJ. Estalilla**
OIC-Office of the Assistant Schools Division Superintendent
- Members: **Mrs. Lourdes A. Tabuena**
EPS-Araling Panlipuna
Mr. Reynaldo M. Andrade
EPS-Filipino
Mrs. Cristina C. Salazar
EPS-English
Mrs. Victorina R. Yuson
APSSHA President

- g. Teaching experience in Pre-school, SPED, Alternative Learning System (ALS), elementary and secondary in public and private schools shall be given one (1.50) point for every school year but not to exceed 12 points. For every month of service, 0.15 points shall be given. (Paragraph 5.3.2. of DepEd Order No. 14 s. 2014)
- h. Regularization of Qualified Contractual and Volunteer Teachers. In the hiring of new teachers, whether to fill unfilled or newly created positions, priority shall be given to qualified contractual and volunteer teachers, whether employed by DepEd or the local government units (Section 8 or RA 10155).
3. The following activities with the corresponding dates and venues shall be observed:

ACTIVITIES	DUE DATES
Filing of applications and submission of documents to the School Screening Committee	January 7- Feb 27, 2015
Submission of pertinent documents to the Division Selection Committee	March 2, 2015
Demo Teaching and Interview of Teacher Applicants	March 9-31, 2015

Administration of English Proficiency Test	San Isidro ES April 13, 2015 - Elementary 8:00AM – 12:00NN April 14, 2015 - Secondary 8:00AM – 12:00NN
Consolidation of Ratings/Evaluation and Preparation of Registry of Qualified Applicants	April 15 – 30, 2015
Submission of Registry of Qualified Applicants to SDS for Approval	May 4, 2015
Posting of RQA to conspicuous Places	May 5, 2015

4. All teacher-applicants shall take the English Proficiency Test on the dates and venue specified above. Previously-ranked teacher-applicants who had already taken their EPT may decide whether or not to take the test.
5. Likewise, 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.
6. The official in-charge of personnel actions shall provide secretariat services and assists the EPSs in the conduct of the test.
7. The review and finalization of the Registry of Qualified Applicants (RQA) for SY 2015-2016 shall be done by the Personnel Selection Board.

Chairman: Doris DJ. Estalilla
OIC-Office of the Assistant Schools Division Superintendent

Members: Frederick B. Vallinas
Administrative Officer V

Christine T. Coronado
Admin. Officer II (HRMO)

Mr. Ferdinand B. Millan
PESPA President

Mrs. Victorina R. Yuson
APSSHA President

8. The new RQAs for Teacher 1 positions in both elementary and secondary levels are expected to be utilized by the field effective May 15, 2015.
9. Hiring and appointment of teachers should be based on the ranking of the applicants in the RQA. It should be noted that the language of RA 8190 otherwise known as "An Act Granting Priority to Residents of the Barangay, Municipality or City Where the School is Located in the Appointment or

Assignment of Classroom Public School Teachers" does not provide for the hierarchy, thus, among the bona fide residents of the barangay, municipality, city or province where the school or learning



Republic of the Philippines
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Region IV-A CALABARZON
Division of Antipolo City



center is located, the most qualified shall be given priority. (Paragraph 6.8, DepEd Order No. 14, s. 2014.

10. For strict compliance and guidance.

MERTHEL M. EVARDOME

Officer-In-Charge *ME*

Office of the Schools Division Superintendent

