



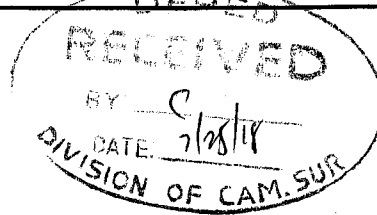
Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



July 23, 2018

DIVISION MEMORANDUM

NO. 220, S. 2018



**SELECTION AND RECRUITMENT OF PUBLIC ELEMENTARY SCHOOL TEACHERS
FOR SY 2018-2019 (Batch 2)**

TO: Assistant Schools Division Superintendents
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary Schools
All others Concerned

1. Pursuant to DepEd Order No. 9, s. 2016, entitled Reinforcement of DepEd Order Nos. 7 and 22, s. 2015 as the Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions; DepEd Division of Camarines Sur announces the enclosed Hiring Guidelines for Teacher I Positions in the Public Elementary Schools for School Year 2018-2019 (Batch 2).
2. In compliance to the Civil Service 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), DepEd Camarines Sur shall conduct another round of assessment following the guidelines of DepEd Order No. 22, s. 2015.
3. **The School Screening Committee is advised to accept applications for Teacher I positions.** The documents shall be turned over to the Division Selection Committee on or before **August 17, 2018**. School Heads shall also submit a list of applicants to the District Selection Committee. The District Selection Committee shall conduct assessment to all new applicants which shall include interview, demonstration teaching and skills demonstration and submit the result to the Division Selection Committee, a district orientation shall be conducted to all new applicants on the Teacher I Hiring Guidelines. **The schedule of activities is found in Enclosure no. 1 of This Memorandum.**
4. For teacher applicants included in the previous RQA who met the 70 points requirements, and those applicants who scored below 70 are allowed to submit additional documents for evaluation. They can also submit letter request for adjustments and or corrections based on their previously submitted documents not later than August 23, 2018.
5. New Teacher-Applicants are required to submit the following documents arranged accordingly in long-sized white folder fastened at the left side (To be checked and received by the School Screening Committee):
 - Handwritten application
 - CSC Form 212 Revised Personal Data Sheet completely filled up with latest passport size ID picture
 - Latest barangay Certification which states that the applicant is a bonafide resident of the barangay for the last 6 months as of her/his application
 - PRC certificate of registration/License/Certificate of passing
 - Eligibility Rating
 - Photocopy of PRC ID (if expired please include claim stub)
 - NSO birth certificate

- NSO Marriage Contract, if applicable
- Certified copies of Transcript of Records (Baccalaureate Degree and Post Graduate Studies)
- Certificate of General Weighted Average
- Copies of previous appointments, Service Records, Performance Ratings and School Clearance
- Certificates of specialized skills trainings relevant to the position applied
- Certified copy of the Voter's ID
- NBI clearance
- Omnibus certification of authenticity and veracity of all documents submitted (Note that photocopies must be duly certified)

1. Composition of the Selection Committee

1.1. Special Committee to coordinate with BEA for the English Proficiency Test

Chairman: Delfin Bondad

Members: Marilyn Gomez

1.2. Division Selection Committees

1ST – 3RD Congressional Districts (Kinder & Elementary)

Chairman: Dolores Q. Mapusao

Members: Heracleo Barcillano

Sarah Christine P. Godoy

Teresita Haber

Norma Andalis

Julia Jorales

PTA president or his representative

PESPA president

Representative of an Accredited teachers' Union

Clerical Staff: Gemma Dizon

4TH and 5TH congressional Districts (Kinder & Elementary)

Chairman: Cecile C. Ferro

Members: Felicidad Besinio

Lilian Paredes

Jennelyn Cedron

Flora Prila

Irene Malate

PTA president or his representative

PESPA president

Representative of an Accredited teachers' Union

Clerical Staff: Myrianette P. Nonsol

6. Expenses of the Division Selection Committee relative to the different activities shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of and strict compliance with this Order is directed.


CECILE BERNADETTE P. RIVERA, CESO V
 Schools Division Superintendent.

References: DepEd order No. 9, s. 2016

DepEd Order No. 7, s. 2015

DepEd Order No. 22, s. 2015

To be indicated in the Perpetual Index

Under the following subjects:

POLICY

RECRUITMENT

TEACHERS

SCHOOLS

Enclosure NO. 1 to Div. Memo. No. __, s.2018

**GUIDELINES IN THE SELECTION, RECRUITMENT OF PUBLIC ELEMENTARY
SCHOOL TEACHERS FOR SY 2017-2018 (batch 2)**

2. Application Process and Schedule of Activities:

DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
July 24 to Aug 16, 2018	Teacher-applicants filing of written applications with relevant documents to any elementary school nearest her/his residence. School Head checks completeness of documents.	Qualified Applicants School Head/School Screening Committee
Aug 17	Submission of the list of teacher – applicants with pertinent documents to the Division Sub-Committee	School Screening Committee
Aug 20	Orientation to all teacher applicants (DepEd Order No. 7 and 22, 2015 and schedule of activities)	Division- Sub Committee/District Special Committee
Aug 20 to 21	Demonstration teaching, Interview of applicants and Validation of Special skills	Division Sub-committees/District Special Committees
To be announce later	Administration of the English proficiency Test	BEA
Aug 24	Preparation and submission of the summary results of the demonstration and interview and Special skills	Division Sub-Committees/District Special Committees
Aug 23-24	Evaluation of the qualification of applicants based on prescribed criteria and preparation of the RQA (batch 2)	Division Selection Committees
Aug 28-31	Posting of RQA	Division Selection Committee
Sept 3-4	Review/Revision per applicants' requests	Division Selection Committee
Sept 6	Submission of Final RQA for SDS approval	Division Selection Committee