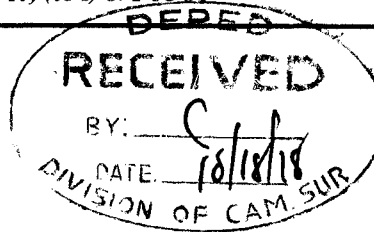




Department of Education

Region V

SCHOOLS DIVISION OFFICE OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur 4418 Philippines
Telephone Nos.: 871-3340; (054) 871-3351



October 14, 2018

Division MEMORANDUM

No. 350 s. 2018

**CALL FOR SENIOR HIGH SCHOOL APPLICANTS FOR THE REMAINING TEACHER ITEMS
FOR 2018**

**To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads, Public Secondary Schools**

1. The Department of Education, Schools Division Office of Camarines Sur had conducted the recruitment, selection, and placement of qualified teacher applicants for this school year using the Registry of Qualified Applicants (RQA) based on DepEd Order No. 3, s. 2016. However, despite the call for deployment of those in the RQA, there are still unfilled positions due mainly to non-acceptance of assignment in far-flung schools or the mismatch of the major of specialization with the needs of the schools.
2. In this connection and pursuant to DepEd Order No. 3, s. 2016 entitled *Hiring Guidelines for Hiring Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*, DepEd Order No. 32, s. 2016 entitled *Addendum to DepEd Order No. 3, s. 2016*, DepEd Order No. 49, s. 2016 entitled *Guidelines on the Hiring of Contractual (Part-Time and Full-Time) Teachers in the Senior High School*, and DepEd Order No. 51, s. 2017 entitled *Amended Qualification Standards for Senior High School Positions in the Technical-Vocational-Livelihood Track and other Clarifications on the Hiring Guidelines*, this office is announcing the continuing recruitment of senior high school teachers for 2018.
3. Applicants shall be evaluated according to the following criteria:
 - a. Education (with GWA)
 - b. Teaching/Industry/Workplace Experience
 - c. Specialized Training
 - d. Interview
 - e. English Communication Skills (schedule to be announced later)
 - f. Portfolio/Outstanding Achievements
 - g. Demonstration Teaching
4. The Division Selection Committee shall be composed of the following:

Chairperson – Susan S. Collano

Assistant Schools Division Superintendent

Members – Sueño S. Luzada, Jr.

Chief Education Program Supervisor

Crespin S. Adayo, Jr. – ACSSSA representative

Marilyn Gomez – CASESTEA Representative

STEM track representative

Joseph D. Sarsaba, President, DepEd Basketball Referees Association

DepEd ROV Representative as Process Observer

Secretariat – Maria Divina H. Calleja, HRMO

Staff – Minda A. Zaldua

Special Committee Members to Evaluate the Documents

Subject Group	Members
I-A	Preciosa Dela Vega, EPS Angustia P. Oraa, School Head Irene U. Dayandante, PSDS Edna Fernandez, <i>Principal</i> Mildred Prades, EPS-II
I-B	Felecidad Besenio, EPS Gilda Bustilla, PSDS Belen Adriatico, <i>Principal</i> Susan S. Benitez, <i>Principal</i> Sonny Taugan, Master Teacher II
I-C	Dr. Gloria A. Oriño, PSDS Imelda Del Rosario, PSDS Lolita Baao, <i>Principal</i> Lourdes S. Sevilla, <i>Principal</i> Edgar Tabagan, EPS-ALS
I-D	Mariben Berja, EPS Delfin Bondad
II - ABM	Mila P. Peña, PSDS Moises C. Cabida, Jr., <i>Principal</i> Joel B. Dela Vega, <i>Principal</i>
III-A	Sarah Christine P. Godoy, EPS Ronald P. Enciso, <i>Principal</i> Perry O. Coruno, <i>Principal</i> Marlene Caceres, <i>Principal</i> Maricel O. Adayo, <i>Principal</i> Jeremias F. Masapol, <i>Principal</i>
III-B	Emily Esmabe, EPS Sylvia Obias, PSDS Ma. Shella Suñas, <i>Principal</i> Ella D. Mirandilla, <i>Principal</i> Eva Malanyaon, <i>Principal</i> Priscilla Permelona, <i>Principal</i>
IV-A	Melecio A. Postrado, PSDS Miguel Barcia, <i>Principal</i> Ana Palenzuela, <i>Principal</i> Edwin Moico, <i>Principal</i> Jaime Macatangay, <i>Principal</i>
IV-B	Agapito Togñi, Jr., PSDS, Danilo Terrobas, <i>Principal</i> Luciano Aborde, Jr., <i>Principal</i> Reynulfo R. Aguirre, Jr., <i>Principal</i> Lorela A. Agnote, <i>Principal</i>
IV-C	Dr. Salvacion E. Largo, PSDS Guillermo C. Ortua, Jr., <i>Principal</i> Fernando Barrameda Romeo Colina Maria Antonia Borromeo, <i>Principal</i>
IV-D	Dr. Lilian R. Paredes, EPS Evelyn P. Anagao, PSDS Dr. Salvacion B. Asis, PSDS Lilia Nacario, <i>Principal</i> Josefina I. Peñaranda, <i>Principal</i>
V – A & B	Imelda S. Nardo, EPS Ben P. Saluna, PSDS Gilda P. Bustilla, PSDS Melvin Menesses, <i>Principal</i> William A. Villare, EPS

5. The following shall be the procedure in conducting the evaluation/ranking of applicants for this specific call up:
 1. The applicant submits written Letter of Application to the School where they intend to lodge their application or where the vacancy exists.
 2. The school committee conducts demonstration and interview to the applicants.
 3. After the first 2 steps above, the applicant reports to the Division Selection/Sub-Committees for the evaluation of documents and for further validation. It is only in this step that they will bring their folder containing the portfolio of their claims, together with the following documents:

Requirements	Applicants for Permanent Position	Applicants for Part-Time Position
Mandatory Requirements	<ul style="list-style-type: none"> Letter of intent which shall indicate the following information: <ol style="list-style-type: none"> a. Statement of purpose/expression of interest b. Subject group the applicant intends to teach (Refer to Table 4 of this guidelines) c. Preferred school(s), if any CSC Form 212, Revised 2017 (Personal Data Sheet) in 2 copies with the latest 2x2 ID picture 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 Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET) Certificate of Employment/Service Record 	<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) TMC & National Certificate (NC) of at least the same level as the course to be taught in the subject to be taught (e.g. NC-II in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exception to this rule is given to applicants to courses with no National Certificates (e.g. Handicraft courses) Certified photocopy of Trainers Methodology Certificates (TMC), if available 	
Additional Requirements for Arts & Design & Sports Tracks Teacher-Applicants	Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild	
Additional Requirements for HEI/TVI faculty	<ul style="list-style-type: none"> Certified photocopy of Certification of status of Employment/Service Record from HEI/TVI Certificate of Displacement duly signed by the authorized representative of the HEI/TVI (for displaced faculty) 	

6. The following shall be the activities for this new round of evaluation:

October 19- 24, 2018 – Submission of Letter of Application to the Schools, including Demonstration and Interview

October 25 – 31 – Evaluation of Documents (SDO Library Hub, 2nd Floor)

EPT schedule shall be announced later (those who have taken the 2018 EPT prior to this schedule shall not be allowed to re-take the test)
7. The applicants are advised to read DepEd Order No. 3, s. 2016 for detailed information.

8. The Public Schools District Supervisor in-charge of the district shall facilitate the conduct of the Demonstration Teaching and Interview of the applicants with the respective school heads. They shall also consolidate the result of these two criteria to be submitted to the Office of the Assistant Schools Division Superintendent (Secondary) a day after the conduct of the activity.
9. Expenses incurred relative to this activity, including travel expenses of the committees are chargeable against Division/School MOOE subject to the usual accounting and auditing rules and regulations.
10. For information and guidance of all concerned.


CÉCILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

Reference:

DepEd Order No. 3, s. 2016
DepEd Order No. 32, s. 2016
DepEd Order No. 49, s. 2016
DepEd Order No. 51, 2. 2017

To be indicated in the Perpetual Index under the following subjects

RECRUITMENT
SELECTION
POLICY
TEACHERS

ASDSFile_RSSHs_2018