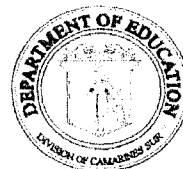




Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



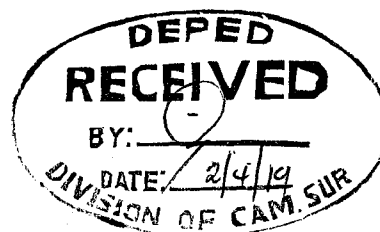
February 1, 2019

DIVISION MEMORANDUM

NO. 44, S. 2019

SELECTION AND RECRUITMENT OF PUBLIC ELEMENTARY SCHOOL TEACHERS FOR SY 2019-2020

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



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 2019-2020.
2. Per DepEd Order No. 9, s. 2016, the primary hiring policy to be used in the evaluation and selection of teachers shall be DepEd Order no. 7, 2015. In the event that the division office has available teaching positions after implementing DepEd Order no. 7, s. 2015; DepEd Order No. 22, s. 2015 shall be used.
3. The guidelines aim to integrate and further institutionalize the primary objective of the K to 12 Basic Education Program, which are to enhance the overall quality of basic education in the country by hiring highly-competent teachers, and to uphold the Department Mandate under the Magna Carta for Public School Teachers (Republic Act 4670) to promote and improve public school teachers' employment and career opportunities as well as to attract more people with proper qualifications to the teaching professions.
4. The School Screening Committee is advised to accept documents for evaluation for Teacher I positions from February 1-28, 2019. Application process and schedule of activities is found in Enclosure no. 1 of This Memorandum.
5. The Public Schools District Supervisors shall organize Special Committees to conduct the interview, demonstration teaching and validation of special skills of teacher applicants. They shall also conduct an orientation to the applicants to discuss the process, guidelines and schedule of activities. Report of the meeting with attendance shall be submitted to the office of the ASDS.
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.

CECILLE BERNADETTE P. RIVERA, CESO VI
Schools Division Superintendent.

To be indicated in the Perpetual Index
Under the following subjects:

**GUIDELINES IN THE SELECTION, RECRUITMENT OF PUBLIC ELEMENTARY
SCHOOL TEACHERS FOR SY 2019-2020**

1. Application Process and Schedule of Activities:

DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
Feb. 1-28, 2019	Teacher-applicants filing of written applications with relevant documents to any elementary school nearest her/his residence.	Qualified Applicants
	School Head checks completeness of documents.	School Head/School Screening Committee
March 1-7, 2019	Organization of the Division Selection Committee, Division/District Sub-Committee and School Screening Committee	ASDS, Chief of CID, EPS, PSDS and School Heads
	Conduct of planning conferences	
March 11, 2019	Orientation to all teacher applicants (DepED Order No. 7 and 22, 2016, and schedule of activities)	Division- Sub Committee/District Special Committee
March 12-19, 2019	Demonstration teaching, Interview of applicants and Validation of Special skills	Division Sub-committees/District Special Committees
To be announced later	Administration of the English proficiency Test	BEA
March 21, 2019	Preparation of the summary results of the demonstration and interview and Special skills	Division Sub-Committees/District Special Committees
March 22, 2019	Submission of the list of teacher – applicants with pertinent documents, and Summary Results of interview, demonstration and validation of special skills.	Division Sub-Committees/District Special Committees
March 25-29, 2019	Evaluation of the qualification of applicants based on prescribed criteria	Division Selection Committees
April 1, 2019	Preparation of the Registry of Qualified Applicants (RQA)	Division Selection Committee
April 8-12, 2019	Posting of RQA	Division Selection Committee
April 15-23, 2019	Review/Revision per applicants' requests Finalization of RQA	Division Selection Committee
April 25-26, 2019	Submission of Final RQA for SDS approval	Division Selection Committee

2. Teacher-Applicants' Required Documents (To be checked and received by the School Screening Committee): (1 certified photocopy of the following documents arranged in long size white folder fastened at the left side.)

- 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 any
- 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 trainings
- Certified copy of the Voter's ID
- NBI clearance
- Omnibus certification of authenticity and veracity of all documents submitted

3. Composition of the Selection Committees

3.1. School Screening Committee:

- | | |
|----------------------------------|--|
| 3.1.1 Complete Elementary School | 3.1.2. Incomplete and Multi-grade Schools |
| Chairman: School Head | Chairman: Cluster School Head |
| Members: 4 teachers | Members: 4 teachers from the cluster schools |

3.2. Composition of the Division Sub-Committee/ District Selection Committee:

- Chairman: Public Schools District Supervisor
 Members: 4 Elementary Schools Principals/School Heads
- 3.2.1. District Special Committees (demonstration and Validation of skills)
 Chairman: Elementary School Principal
 Members: School Heads/Master Teachers/Key Teachers

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

- Chairman: Delfin Bondad
 Members: Marilyn Gomez

3.4. Division Selection Committees

1ST – 3RD Congressional Districts (Elementary)

- Chairman: Dolores Q. Mapusao
- | | |
|--|-------------------|
| Members: Heracleo Barcillano | Felicidad Besinio |
| Emily Esmabe | Lilian Paredes |
| Mercy Castillo | Edgar Tabagan |
| Catherine Alarzar | Evelyn R. Clave |
| PTA president or his representative | |
| PESPA president | |
| Representative of an Accredited teachers' Union/CASESTEA | |
- Clerical Aide: Gemma Dizon
 Michelle Abad

4th and 5th Congressional Districts (Elementary)

- Chairman: Cecile C. Ferro
- | | |
|-------------------------------------|--------------------------|
| Members: Lita T. Mijares | Sarah Christine P. Godoy |
| Gerumi Senar | Imelda Nardo |
| Mildred Prades | Hazel Salcedo |
| Jesus Gamora | Pedro C. Penaflor |
| PTA president or his representative | |

PESPA president
Representative of an Accredited teachers' Union/CASESTEA
Clerical aide: Myrianette P. Nonsol

4. The evaluation, selection procedure and criteria shall observe the guidelines included in DepEd Order No. 7, s. 2015 and DepEd Order No. 22, s. 2015.
 5. Constituting and Utilization of the Registry of Qualified Applicants (RQA)
 - 5.1. The RQA shall be utilized in filling-up new items and natural vacancies for Teacher I positions.
 - 5.2. The cut off score for inclusion in the RQA is seventy (70) points.
 - 5.3. Priority will be given to bonafide residents of the barangay, municipality, city or province (in the order as aforestated) where the school is located. In cases where the number of qualified applicants from the barangay is greater than the number of items, priority in hiring shall be given to applicants in the barangay according to their rating in the RQA from highest to lowest. The same rule shall apply in the appointment of applicants from the municipality, city and province.
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