



*Department of Education*

Region V

**SCHOOLS DIVISION OFFICE OF CAMARINES SUR**

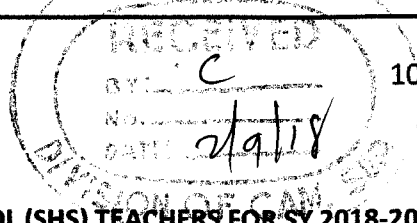
*Freedom Sports Complex, San Jose, Pili, Camarines Sur 4418 Philippines*

*Telephone Nos.: 871-3340; (054) 871-3351*



**Division MEMORANDUM**

No. 54 s. 2018



10 FEB 2018

**RECRUITMENT AND SELECTION OF SENIOR HIGH SCHOOL (SHS) TEACHERS FOR SY 2018-2019**

**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 announces the recruitment and selection of qualified teacher applicants for Senior High School teaching positions for SY 2018-2019.
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 issuing the division guidelines on recruitment and selection of applicants for teaching positions in the Senior High School effective SY 2018-2019.
3. The School Screening Committee, the Division Selection Committee, and the Special Committees organized for this purpose are directed to strictly adhere to the DepEd Orders mentioned above with all their applicable provisions on recruitment and selection. They shall attend the re-orientation conference of February 13, 2018, from 1:00 – 5:00 p.m at Rodriguez National High School Cadlan, Pili, Camarines Sur.
4. Attached to this memorandum is Enclosure 1 – Division Guidelines on Recruitment and Selection of Qualified Teacher Applicants in the Senior High School (SHS).
5. All public secondary/integrated schools are hereby instructed to observe these guidelines which are effective immediately.
6. Provisions and instructions in previous related issuances that are no longer consistent with these guidelines are hereby rescinded/modified accordingly.
7. 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.
8. For information and guidance of all concerned.

**ARNULFO M. BALANE, CESO V**  
Schools Division Superintendent

Encl.: As stated

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

To be indicated in the Perpetual Index under the following subjects

RECRUITMENT  
SELECTION  
POLICY  
TEACHERS

ASDSFile\_RSSHs\_2018



Department of Education  
Region V



DIVISION OF CAMARINES SUR  
Freedom Sports Complex, San Jose, Pili, Camarines Sur, 4418 Philippines  
Telephone No.: SDS (054) 871-33-40; ASDS (Secondary) (054) 871-33-51

DIVISION SELECTION AND HIRING GUIDELINES FOR SENIOR HIGH SCHOOL (SHS)  
TEACHING POSITIONS EFFECTIVE SY 2017-2018

- I. Application Process and Documentary Requirements
1. An applicant shall submit to the SDO or the school head of the SHS where a teacher shortage or vacancy exists a **color-coded folder** containing the written application (please refer to table 4 for the Color Code), and labelled accordingly on the front cover (please refer to Part V for the label), and supported by the following documents:

Table 1. Documentary Requirements

Requirements	Applicants for Permanent Position	Applicants for Part-Time Position
Mandatory Requirements	<ul style="list-style-type: none"><li>Letter of intent which shall indicate the following information:<ul style="list-style-type: none"><li>a. Statement of purpose/expression of interest</li><li>b. <b>Subject group</b> the applicant intends to teach (Refer to Table 4 of this guidelines)</li><li>c. Preferred school(s), if any</li></ul></li><li><b>CSC Form 212, Revised 2017</b> (Personal Data Sheet) in 2 copies with the latest 2x2 ID picture</li><li>Certified photocopy of certificates of relevant specialized trainings, if any.</li><li>Certified copy of Voter's ID and/or any proof of residency</li><li>National Bureau of Investigation (NBI) clearance</li><li>Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant</li></ul>	
Additional Requirements	<ul style="list-style-type: none"><li>Certified photocopy of Diploma on Bachelor's degree</li><li>Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject</li><li>Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license</li><li>Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)</li><li>Certificate of Employment/Service Record</li></ul>	<ul style="list-style-type: none"><li>Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit</li></ul>
Additional Requirements for TVL Teacher-Applicants	<ul style="list-style-type: none"><li>Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least the same level as the course 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)</li><li>Certified photocopy of Trainers Methodology Certificates (TMC), if available</li></ul>	
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	<ul style="list-style-type: none"><li>Certified photocopy of Certification of status of Employment/Service Record from HEI/TVI</li></ul>	

for HEI/TVI faculty	<ul style="list-style-type: none"> <li>• Certificate of Displacement duly signed by the authorized representative of the HEI/TVI (see attached template)</li> </ul>
------------------------	---

2. For emphasis, the following provisions under DO No. 32, s. 2016, are reiterated: Part IV. a) For appointment by promotion, the performance rating of the appointee for the last three (3) rating periods prior to the effectivity date of the appointment should be at least Very satisfactory; and b) For appointment by transfer, the performance rating for the last three (3) rating periods immediately preceding the transfer from the former office should be at least Very Satisfactory.

## II. Evaluation and Selection Committee

1. School heads of the expanded junior high schools (schools with Senior High School program) are directed to organize and designate the members of the School Screening Committee.
2. School Screening Committee (SSC)

### 2.1 Composition

Chair: School Head

Members:

- Head Teacher for Core and/or Track subjects as needed based on the school's vacancies
- Three (3) teachers from the different learning areas as needed based on the school's vacancies
- President or authorized representative of the School Governing Council (SGC) or the Parents-Teachers Association (PTA)
- An authorized representative of a duly recognized organization/industry proficient and knowledgeable in the track/learning area needed in the evaluation of academic track/core subject applicants or an Education Program Supervisor/Specialist for the subject area needed in the evaluation of TVL, Arts and Design, and Sports Track applicants.

Committee members shall be identified by the School Head using the above-mentioned designations. The School Head shall then transmit the composition of the SSC to the Schools Division Superintendent on or before **February 13, 2018** for the issuance of a corresponding Designation Order.

### 2.2 Functions

- a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places, on the websites of schools, at teacher education training institutions, higher education institutions (HEIs), and industry and private institutions at all times. The step-by-step procedure in applying for SHS teaching positions. The copy of DepEd Order No. 3, s. 2016 must be posted as well.
- b. Receives applications and documents.
- c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents. This verification includes but is not limited to interviewing or getting additional information from applicant's references and/or the issuing bodies from which they obtained certifications and other documents.
- d. Informs applicants about schedules, timelines, and deadlines at least seven (7) days in advance. Documentary proof of announcements, notifications, and communications shall be kept.
- e. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application.
  - i. The SSC shall NOT refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the completion and proper submission of documents.
  - ii. All applications, even those found to be incomplete or inauthentic, must be forwarded to the Division Selection Committee (DSC), albeit such submissions must be noted and marked by the Committee.
- f. Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the Office of the School Head for records purposes.

- g. Prepares a list of the applicants and submits said list together with application documents to the Division Selection Committee.
- 3. This division has organized the Division Selection Committee (DSC) to undertake its functions in the recruitment and selection process.
- 3.1 The Division Selection Committee shall be composed of the following:

Table 2. Division Selection Committee Composition

Designation	Composition
Chairperson	Susan S. Collano, <i>Asst. Schools Division Superintendent</i>
Members (per needed track)	Fernando C. Macaraig, <i>Education Program Supervisor – LRMDs/Div. SHS Coordinator</i>
	Crespin S. Adayo, Jr., <i>President, ACSSSA</i>
	Gilda P. Bustilla, <i>Public Schools District Supervisor</i>
	<i>CASESTEa Representative</i>
	<i>STEM track representative from</i>
	<i>Partner Institution</i>
	<i>TESDA/CASESTEa representative</i>
	Joseph D. Sarsaba, <i>President, Department of Education Basketball Referees Association</i>
	Gina A. Valenciano - <i>HRMO, Secretariat</i>
Clerical Staff	Representative of a duly-accredited or recognized organization/industry
	DepEd ROV Representative as Process Observer
	Minda P. Zaldua
	Rachelle C. Laureta

- 3.2 The following are the functions of the Division Selection Committee:
  - a. Receives from the School Screening Committee the list of applicants with the corresponding documents.
  - b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.
  - c. Evaluates applicants based on criteria set forth in these guidelines.
  - d. Ensures that applicants are notified at least seven (7) days before the scheduled conduct of evaluation procedures such as Demonstration Teaching, English Proficiency Test, and Interview. Documentary proof of announcements, notifications, and communications shall be kept.
  - e. Reviews and consolidates the results of the individual ratings of applicants based on the scores they obtain in each criterion for evaluation.
  - f. Prepares separate division-wide RQAs for each core subject and track.
  - g. Sends to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair
  - h. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations to the SDO’s Personnel Division.

III. Timeline

Table 3. Schedule of Activities

Date	Activity	Responsible Persons/Committee
February 13, 2018 1:00-5:00 p.m at Rodriguez HS	Reorientation on DepEd Order No. 3, s. 2016, DepEd Order No. 32, s. 2016, DepEd Order No. 49, s. 2016, DepEd Order No. 51, s. 2017 for DSC, Secondary School Heads and Members of the Special Committee	Division Selection Committee
February 16, 2018 9:00 a.m at Freedom Sports Complex Main Grandstand, San Jose, Pili, Cam Sur	Orientation for applicants Note: Applicants are advised to bring with them their pertinent application documents during the orientation	Division Selection Committee

February 19-21, 2018	Submission of application documents to the School Screening Committee	School Screening Committee
Feb 26, 2018	Submission of application documents to the Division Selection Committee Note: For non-incumbent applicants	School Screening Committee
February 27-28, 2018	Evaluation of incumbent applicants at school level (documentary evaluation, interview, demonstration teaching) by the school PSB	School Screening Committee
March 1, 2018	Submission of results of evaluation conducted by the school PSB Note: For incumbent applicants	School Screening Committee
March 2-5, 2018	Sorting of Application Folders according to subject group Preparation of master list of applicants by subject group Sending of notice of interview and demo teaching schedule to applicants	Division Selection and Special Committees
March 6-9, 2018	Interview and Demonstration Teaching at respective venues	Special Committees
March 12-16; March 19-21, 2018	Evaluation of documents	Division Selection and Special Committees
March 22-23, 2018	Preparation of Evaluation Summary	Division Selection and Special Committees
March 26-28, 2018, 2018	Finalization of the Registry of Qualified Applicants	Division Selection Committee
To be announced later	Review and Query Period	Division Selection and Special Committees
To be announced later	English Proficiency Test (to be administered by the Bureau of Education Assessment)	Dr. Delfin Bondad Mrs. Marilyn Gomez
April 16, 2018	Posting of Final RQA	Division Selection Committee

The applicants are advised to prepare their documents, preferably in two (2) copies, following the sequence enumerated below, with the folder properly **labelled on its side as ears** to facilitate location of the documents during evaluation, to wit:

- a. Education
- b. Teaching/Industry/Workplace Experience
- c. Specialized Training
- d. Interview
- e. English Communication Skills
- f. Portfolio/Outstanding Achievements
- g. Demonstration Teaching

It is important that all photocopied documents should be authenticated by the issuing agency/organization. **The documents submitted shall be at the disposal of the division selection committee five months after the release of the Registry of Qualified Applicants.** The applicants who would like to get back their documents should do so within this period.

Applicants shall undergo Demonstration Teaching in the subject group they are applying for. The table below presents the color codes and the schedules and venues:

Table 4. Special Committee in-charge of Demonstration Teaching and Interview

Color Code	SHS Subject Group	Special Committee	Venue
White	I-A – Oral Communication, Reading and Writing, English for Academic and Professional Purposes, Practical Research	Preciosa Dela Vega, EPS Irene Dayandante, PSDS Edna Fernandez, <i>Principal</i> Fe Peralta, <i>Principal</i> Lourdes Nopre, <i>Principal</i> Edna Aladano, <i>Principal</i> Angustia P. Oraa, School Head Jovita Bolalin, Master Teacher/Asst. Principal II Amalia Laurel, Asst. <i>Principal II</i>	Rodriguez High School Cadlan, Pili, Camarines Sur
Chocolate Brown	I-B – Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino, Pagbasa at Pagsusuri ng Iba't-Ibang Teksto sa Pananaliksik, Pagsulat sa Filipino sa Piling Larangan	Felicidad Besinio, EPS Rosemarie Luzada, <i>Principal</i> Marilyn Primavera, <i>Principal</i> Lope Espiritu, Jr., <i>Principal</i> Belen Adriatico, <i>Principal</i> Susana Benitez, <i>Principal</i> Sonny Taugan, Master Teacher II One Master Teacher from Tigaon or Goa	Goa National HS Taytay, Goa, Camarines Sur
Dark Blue	I-C – 21 <sup>st</sup> Century Literature from the Philippines 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	Gerumi Señar, EPS Gloria Oriño, PSDS Imelda Del Rosario, PSDS Lolita Baao, <i>Principal</i> Reynaldo Lopez, <i>Principal</i> Lourdes Sevilla, <i>Principal</i> Gemma Realto, <i>Principal</i> Candelaria Matalote, Asst. <i>Principal II</i> Edgar Tabagan	Don Mariano Veneracion HS
Orange	I-D – Media and Information Literacy; Empowerment Technologies (for the Strands)	Fernando C. Macaraig, EPS Eva Barcia, EPS-A Master Teacher Wenceslao Santiago, <i>School Head</i>	Computer Science HS of Bicolandia CBSUA Compound, San Jose, Pili, Camarines Sur
Dark Green	Group II – ABM and Entrepreneurship, Research and Work Immersion	Mila Peña, PSDS Moises Cabida, Jr., <i>Principal</i> Grace Collera, <i>Principal</i> Josephine Doroin, SEPS Sherlina Dela Torre, Asst. <i>Principal II</i>	Pili National HS La Paz, Pili, Camarines Sur
Violet	Group III-A General Mathematics, Statistics and Probability and related specialized STEM subjects	Sarah Christine P. Godoy, EPS Erma Escuro, <i>Principal</i> Marlene Caceres, <i>Principal</i> Jeremias Masapol, <i>Principal</i> Ronald Enciso, <i>Principal</i> Perry Coruno, <i>Principal</i> Florentina Marquez, Asst. <i>Principal II</i> Amelita Adante, Asst. <i>Principal II</i> Roberto Malazarte, <i>Head Teacher</i> Maribeth Beria, <i>School Head</i>	San Fernando NHS, San Fernando, Camarines Sur
Pink	Group III-B – Earth Science, Earth and Life Science, Physical Science and related specialized STEM subjects	Emily Esmabe, EPS Sylvia Obias, PSDS Ella Mirandilla, <i>Principal</i> Jim Guarnes, <i>Principal</i> Ma. Sheila Suñas, <i>Principal</i>	Nabua National HS, Nabua, Camarines Sur

		Eva Malanyaon, <i>Principal</i> Priscilla Permelona, <i>Principal</i> Eleanor Montaña, <i>Principal</i> Mary Rose Angieley Peñaflor, <i>Asst. Principal II</i> Aida Alarcon, <i>Asst. Principal II</i>	
Red	Group IV- A Specialized TVL/Agri-Fisheries	Melecio A. Postrado, <i>PSDS</i> Miguel Barcia, <i>Principal</i> Francisco Mañago Jr., <i>Principal</i> Ana Palenzuela, <i>Principal, RNAFS</i> Edwin Moico, <i>Principal</i> Jaime Macatangay, <i>Principal</i> Nelson Belano, <i>Asst. Principal</i> Salve dela Cruz, <i>Asst. Principal</i> Edwin Delmoro, <i>School Head</i>	Partido Agro-Ind'l. NHS, Tigaon, Camarines Sur
Yellow	Group IV- B Specialized TVL/Industrial Arts	Agapito Togñi, Jr., <i>PSDS</i> , Danilo Terrobias, <i>Principal</i> Lorela Agnote, <i>Principal</i> Fernando Barrameda, <i>Principal</i> Joel Batucan, <i>Principal</i> Dante Plaza, <i>Head Teacher</i> Edwin Ay-Ad, <i>Asst. Principal II</i>	Camaligan NHS, Camaligan, Camarines Sur
Light Blue	Group IV-C Specialized TVL/ICT	Dr. Salvacion E. Largo, <i>PSDS</i> Guillermo Ortua, Jr., <i>Principal</i> Felomina Vergara, <i>Principal</i> Guillermo Ojeñar, <i>Head Teacher</i> Head Teacher/Master Teacher/s for the track in <i>Ocampo NHS</i>	Ocampo HS Ocampo, Camarines Sur
Light Green	Group IV-D Specialized TVL/Home Economics	Lilian R. Paredes, <i>EPS</i> Evelyn P. Anagao, <i>PSDS</i> Salvacion B. Asis, <i>PSDS</i> Josefina Peñaranda, <i>Principal</i> Melinda Bando, <i>Principal</i> Rosemarie Panuelos, <i>Principal</i> Lilia Nacario, <i>Principal</i> Evelyn Fabregas, <i>Principal</i> Ma. Victoria Versoza, <i>Head Teacher</i>	Magarao National HS
Light Brown	Group V – Sports and Physical Education and Health, Personal Development and related specialized Sports Subjects	Imelda Nardo, <i>EPS</i> William A. Villare, <i>EPS</i> Gilda P. Bustilla, <i>PSDS</i> Ben P. Saluna, <i>PSDS</i> Belen Amata, <i>Principal</i>	San Rafael National HS Tigaon, Camarines Sur
Black	Group VI – Arts and Design	Melvin Menesses, <i>Principal</i> Janet Cuya, <i>Master Teacher</i>	

The above-mentioned personnel may work across subject grouping as the need arises.

#### IV. Folder Tag/Folder Label

A tag (sample shown below) should be pasted on the front cover of the applicant's folder to facilitate evaluation process.

Applicant's Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

Subject Group/s/TVL specialization you are applying NOW: \_\_\_\_\_

Is this your first time to apply for a teaching position in the Senior HS? \_\_\_\_\_. If NO, when was the last time you applied for teaching position in the Senior HS?

For what subject group did you apply the last time you applied? \_\_\_\_\_

Are you currently teaching in DepEd school? YES \_\_\_\_/ NO \_\_\_\_\_. If YES, since when? (indicate exact date) \_\_\_\_\_. Current Position Title: \_\_\_\_\_

If you are a former instructor in a university/college/TVI, state the name of the university/college/TVI and the inclusive period of your service as instructor.

Baccalaureate Course Earned: \_\_\_\_\_

Master's Degree Earned: \_\_\_\_\_

Doctorate Degree Earned: \_\_\_\_\_

General Weighted Average (GWA) of BSE/Baccalaureate Course: \_\_\_\_\_

General Weighted Average (GWA) for TCP (if applicable/available): \_\_\_\_\_

Are you a holder of a Trainer's Methodology Certificate (TMC)? \_\_\_\_\_

Eligibility: \_\_\_\_\_ Secondary? \_\_\_\_ Elementary? \_\_\_\_ Rating: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Applicant

**NOTE:** Please accomplish this tag completely. Write N/A on appropriate space/s if Not-Applicable.