



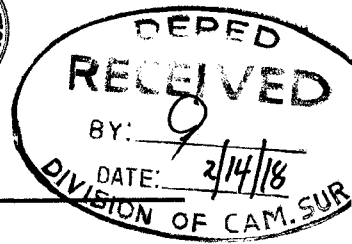
Department of Education

Region V

DIVISION OF CAMARINES SUR

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

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8 FEB 2018

Division M E M O R A N D U M

No. 70 , s. 2018

**RECRUITMENT AND SELECTION OF JUNIOR HIGH SCHOOL 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 Junior High School teaching positions for School Year 2018-2019.
2. In this connection and pursuant to DepEd Order No. 7, s. 2015 entitled Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016, this office is issuing the division guidelines on recruitment and selection of applicants for teaching positions in the Junior High School for SY 2018-2019.
3. It is emphasized that DepEd Order No. 22, s. 2015 shall be used when there are remaining items after implementing DepEd Order No. 7, s. 2015.
4. The School Screening Committee, Division Selection Committee and the Special Committees organized for this purpose are directed to strictly adhere to these guidelines.
5. Attached to this Memorandum is Enclosure No. 1 – Division Guidelines on Recruitment and Selection of Qualified Teacher Applicants in the Junior High School (JHS).
6. Expenses incurred relative to this activity, including travel expenses of the Division and Special Committees, are chargeable against Division/School MOOE subject to the usual accounting and auditing rules and regulations.
7. For the information and guidance of all concerned.

ARNULFO M. BALANE, CESO V
Schools Division Superintendent

Encl.:As stated

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:

RECRUITMENT
SELECTION
POLICY GUIDELINES
TEACHERS

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ONE Vision and Mission
ONE Camarines Sur Division
ONE Goal: Quality Education

GUIDELINES IN THE RECRUITMENT AND SELECTION OF JUNIOR HIGH SCHOOL TEACHER APPLICANTS

The issuance of these guidelines as culled out from DepEd Order No. 7, s. 2018 aims to integrate and further institutionalize the primary aim of the K to 12 Basic Education Program which is to enhance the overall quality of basic education in the country by hiring highly-competent teachers and to uphold the Department’s mandate under the Magna Carta for Public School Teachers (RA 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 profession.

1. Recruitment and Selection Activities

The table below summarizes the activities relative to the recruitment and selection of JHS teachers in this division which should be observed by the applicants and those involved in the process:

Date	Activity	Person/Committee Responsible
February 13-March 2, 2018	Call for Application Submission of application to the Schools where vacancy exists or to any school nearest the teacher-applicants	Teacher-Applicants
February 13, 2018 (Rodriguez HS)	Checking of documents Orientation of Division Selection Committee and Sub-Committees	School Screening Committee ASDS Susan S. Collano Chief Sueño S. Luzada Jr. EPS Fernando C. Macaraig
March 8, 2018	Submission of application documents to the Division Selection Committee through Rachelle C. Laureta	Rachelle C. Laureta Administrative Aide VI
March 12-16	Demonstration Teaching and Interview of all qualified applicants	Division Special and Sub-committees
March 21, 2018	Submission of interview and demonstration teaching results by the sub-committees	Special and sub-committees
April 10-13 and April 16, 2018	Evaluation of documents using the criteria	Division Selection Committee
To be announced later according to schedule of BEA	Administration of English Proficiency Test (EPT)	Mr. Delfin Bondad Mrs. Marilyn Gomez
April 17-20, 2018	Preparation of the Registry of Qualified Applicants (RQA)	Division Selection Committee
April 23-27, 2018	Review of results	Division Selection Committee
April 30, 2018	Posting of RQA	Division Selection Committee Rachelle C. Laureta

2. Required Documents

1. Application Letter
2. **CSC Form 212 (Revised 2017)** in two copies with the latest 2x2 ID picture
3. Certified photocopies of ratings obtained in the Licensure Exam for Teachers
4. Certified copies of Transcript of Records (Baccalaureate and Post Baccalaureate, if any) with **General Weighted Average (GWA)**.
5. Authenticated copy of Service Records, Performance Rating, and School Clearance for those with teaching experience.
6. Certificates of specialized training, if any
7. Certified copy of voter’s ID and/or any proof of residency deemed acceptable by the School Screening Committee
8. NBI clearance
9. Omnibus certification of authenticity and veracity of all documents required signed by the applicant

The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted. Any violation automatically disqualifies the applicant from the selection process.

Applicants shall be evaluated according to the following criteria:

Criteria	Points
a. Education	20
b. Teaching Experience	15
c. LET/PBET Rating	15
d. Specialized Training and Skills	10
e. Interview	10
f. Demonstration Teaching	15
g. Communication Skills	15
Total	100

To facilitate the identification and submission of documents, applicants (including the old who would like to submit additional supporting document/s for updating of points) are advised to use the color-coded folder for their application documents and/or letter of intent, to wit:

Subject	Folder Color	Subject	Folder Color
English	Red	Edukasyon sa Pagpapakatao	White
Filipino	Orange	TLE – Agri-Fishery	Light Green
Science	Yellow	TLE – Industrial Arts	Violet
Math	Light Blue	TLE – ICT	Dark Blue
Araling Panlipunan	Brown	TLE – Home Economics	Dark Green
MAPEH	Pink		

3. Composition of the School Screening Committee and Division Selection Committee

- 3.1 School Screening Committee
- 3.1.1 Schools with Department Head
- Chairman – School Head
- Members – Department Head concerned plus three (3) teachers from different learning areas (as needed based on the school’s vacancies)
- 3.1.2 For Small Schools without department head
- Chairman – School Head
- Members – four (4) subject teachers from different learning areas
- 3.2 Division Selection Committee
- Chairman – Susan S. Collano, Asst. Schools Division Superintendent
- Members - Sueño S. Luzada, Jr. – Chief Education Program Supervisor
- Fernando C. Macaraig, Education Program Supervisor
- Sherry T. Peñas, Senior Education Program Specialist
- Crespin S. Adayo, Jr., ACSSSA Representative
- Authorized representative of teacher’s union
- PTA Representative
- Heracleo Barcillano (in case of SPED teacher-applicants)
- Secretariat – Gina A. Valenciano
- Staff – Rachelle C. Laureta
- Minda A. Zaldua

The list Special Committees to conduct the Interview and Demonstration Teaching is found in the enclosures.

Folder Tag

Applicants are advised to mount on the front cover of the folder a tag with the filled up information, to wit:

1. Are you a new applicant? Yes _____ No _____

2. (For updating) Which subject and criterion/criteria are you submitting additional document/s for updating?

Subject _____

Criterion/Criteria _____

3. Subject Area applying for : _____ Specialization (If applicable) _____

4. Bachelor’s Degree _____ Major _____

5. MA _____ Specialization _____

6. Doctorate _____ Eligibility _____ Rating _____

7. General Weighted Average (GWA) _____ TCP/SLP/Methods of Teaching _____

Signature over printed name _____

Contact Number _____

4. Some Basic Rules on Recruitment, Selection and Hiring and Deployment of Teachers

- 4.1 The cut-off score to be included in the RQA is seventy (70).
- 4.2 Localization in the order stated in DepEd Order No. 7, s. 2015 shall apply.
- 4.3 Public school teachers requesting for transfer to another station are not considered new applicants and are therefore not subject to these hiring guidelines. DepEd Order No. 22, s. 2013 otherwise known as “Revised Guidelines on the Transfer of Teachers from One Station to Another”, shall be strictly observed.
- 4.4 Upon a teacher’s appointment, assignment to a station, assignment to a station and acceptance of a position, he or she shall not be transferred to another school until after rendering at least three (3) years of service in the school.
- 4.5 Residents of the locality, LGU-funded teachers, substitute teachers, volunteer teachers, and Philippine Business for Education (PBE) graduates under the 1000 Teachers Program shall be subject to these hiring guidelines.

Committee Members for Interview and Demonstration

Subject	Venues	Committee Members
Science CID Chief- Lita T. Mijares EPS – Emily B. Esmabe PSDS In-Charge: Sylvia D. Obias	1 st District Ragay Science and Math Oriented HS	1. Reynulfo Aguirre – Co-Chairperson 2. Alicia Matamorosa- Co-Chair 3. Talita Magdalena Mercado 4. Eleanor Talay
	2 nd District San Isidro National HS	1. Rosemarie Panuelos – Chairperson 2. Nancy Garcia – Co-Chair 3. Eva V. Evasco 4. Lorenzo Mañago 5. Ruth Taduran
	3 rd District Union High School	1. Natividad De Leon – Chairperson 2. Lalaine J. Moratalla – Co-Chair 3. Priscilla Permelona 4. Lourdes Ledesma 5. Marilou Abias
	4 th District Goa Science HS	1. Edgar Clariño – Chairperson 2. Lea P. Romero – Co-Chair 3. Rosemarie Miraña 4. Maricel Froyalde
	5 th District Bato National HS	1. Evelyn Calagui – Chairperson 2. Teresita Melinda Alanis – Co-Chair 3. Marijane Matucad 4. Gerry Ocampo
Filipino EPS – Felicidad Bisenio PSDS In-Charge Gilda P. Bustilla Salvacion B. Asis	1 st District Del Gallego NHS	1. Judith Magcawas – Chairperson 2. Elias B. Aladano – Co-Chair 3. Ronnie V. Nabus 4. Araceli Aquino
	2 nd District Homobono H Gonzales NHS	1. Marlene Caceres – Chairperson 2. Rafael Abengoza – Co-Chair 3. Liberato Dimaiwat 4. Maricel Dolor
	3 rd District Binanuaanan HS	1. Fe Peralta – Chairperson 2. Leonardo Balaton – Co-Chair 3. Eleodoro Manga 4. Arnulfo Miro 5. Dionne Rabeje
	4 th District Vivencio-Obias HS	1. Jaime Pecaso Jr. – Chairperson 2. Leo Bolalin – Co-Chair 3. Menchie Dumalasa 4. Loida Frias 5. Jovelyn Tanay 6. Jesus Albeus
	5 th District Nonito Paz Arroyo HS	1. Ma. Helena Labrador – Chairperson 2. Irenia Sayson – Co-Chair 3. Abraham Portugal 4. Francy Perillo

Subject	Congressional	Committee Members
English EPS – Preciosa R. Dela Vega PSDS In-Charge Irene U. Dayandante	1 st District Sipocot National HS	1. Manuel Buere – Chairman 2. Edmundo Aladano – Co-Chair 3. Miguel Gunda 4. Ana Ursua
	2 nd District San Juan NHS	1. Decimo Espiritu – Chairman 2. Fe Sibulo – Co-Chair 3. Geraldine Abergos 4. Lilibeth Roman 5. Gilda A. Castañeda
	3 rd District Sulpicio A. Roco MHS	1. Elena Fortuna – Chairperson 2. Maria Iluminada Poot – Co-Chair 3. Judith Sabio 4. Christine Monasterial
	4 th District Dahat National Vocational HS	1. Justino Cabarles – Chairperson 2. Joel Dela Vega – Vice-Chair 3. Marites Valencia 4. Robert Ablao 5. Abner Orgaya
	5 th District La Purisima High School	1. Rosalind Bersabe – Chairperson 2. Hermelinda Meniolas – Co-Chair 3. Dianna Maquilan 4. Lilibeth Moralde
Mathematics EPS – Sarah Christine P. Godoy PSDS In-Charge Salvacion E. Largo	1 st District Sta. Lutgarda HS	1. Nelia Presbitero – Chairperson 2. Fernando Barrameda – Co-Chair 3. Benjamin Perico 4. Dorren Arenque 5. Lalaine Gapunuan
	2 nd District Maura N. Sibulo HS	1. Maria Antonia Borromero – Chairperson 2. Perry Coruno – Co-Chair 3. Bayani Belga 4. Jose Evasco
	3 rd District Sta. Cruz High School, Canaman	1. Eleanor Pasiona – Chairperson 2. Ruel Besmonte – Co-Chair 3. Marilyn Ligon
	4 th District San Jose National HS	1. Maricel Adayo – Chairperson 2. Ronald Enciso – Co-Chair 3. Rene Pasiona 4. Gerardo Frias 5. Generosa Moreno
	5 th District Tapayas HS	1. Fe Fornoles – Chairperson 2. Job Avila- Co-Chair 3. Niña Tormes

Subject	Congressional	Committee Members
Araling Panlipunan EPS – Mariben D. Berja PSDS In-Charge Gloria A. Oriño Imelda S. del Rosario	1 st District Colacling NHS	<ol style="list-style-type: none"> 1. Cesario Quirona – Chairperson 2. Priscilla Martinez – Co-Chair 3. Melody Aguirre 4. Annalyn Nesortado 5. Daisy Galon 6. Ester Santelices
	2 nd District Antipolo HS, Minalabac	<ol style="list-style-type: none"> 1. Luciano Aborde Jr – Chairperson 2. Jimmy Sertan – Co-Chair 3. Ave Adonis Ricardo 4. Chiradee Borilla 5. Rita Balla
	3 rd District Hanawan HS	<ol style="list-style-type: none"> 1. Wilhelm Prila – Chairperson 2. Maria Editha Lopez – Co-Chair 3. Rey Albino 4. Master Teacher from Ocampo HS
	4 th District Nato NHS	<ol style="list-style-type: none"> 1. Maricris Buenaagua – Chairperson 2. Fe Espares – Co-Chair 3. Celerino Jacob Jr. 4. Gonzalo Torio 5. Rey Fernandez
	5 th District Sta. Justina HS	<ol style="list-style-type: none"> 1. Maria Teresa Bayta – Chairperson 2. Jorge Importante – Co-Chair 3. Delia Sayson 4. Rosalina Cea
TLE (All Areas) EPS – Lilian Paredes PSDSs In-Charge Agapito S. Togñi Melecio A. Postrado Evelyn P. Anagao	1 st District Ragay National Agri-Fisheries School (RNAFS)	<ol style="list-style-type: none"> 1. Ana Palenzuela – Chairperson 2. Pilar Salvino – Co-Chair 3. Manuel Patiam 4. Clodualdo Lopez Jr. 5. Jose Arce 6. Ronaldo Nieva 7. Rodito Corporal 8. Efren Gamosa 9. Head Teacher and Master Teachers in TLE of RNAFS
	2 nd District Hobo HS	<ol style="list-style-type: none"> 1. Joseph Sarsaba – Chairperson 2. William Basmayor – Co-Chair 3. Mercy Candelaria 4. Gina Razo 5. Nerio Melano Sibulo 6. Leonardo Abias
	3 rd District Sabang HS	<ol style="list-style-type: none"> 1. Eva Malanyaon – Chairperson 2. Hernani Mayor – Co-Chair 3. Eva Barcia 4. Vincent Rabeje III 5. Sharon Navasca 6. Zorayda Griño 7. Jonathan Relevante
	4 th District San Ramon Pilot HS	<ol style="list-style-type: none"> 1. Evelyn Bonagua – Chairperson 2. Wilfredo Ilano – Co-Chair 3. Kennedy Alarcon 4. Natividad Alejandro 5. Dante Plaza 6. Levy Palmes 7. Jocelyn Palmes 8. Raul Potes 9. Lorevic Buendia 10. Noel Caparanga 11. Hilda Carullo
	5 th District Pararao NHS	<ol style="list-style-type: none"> 1. Romeo Colina – Chairperson 2. Marietta Villaflor – Co-Chair 3. Nestor Baesa 4. Nena Del Castillo 5. Edwin Moico

		6. Maribeth Beria
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Subject	Congressional	Committee Members
Edukasyon sa Pagpapakatao EPS – Gerumi Seňar (Only 2 venues for the entire Division Applicants) PSDS In-Charge Mila T. Peña	Bagacay HS, Tinambac (1 st , 2 nd , 3 rd Districts)	1. Lilia Nacario – Chairperson 2. Annaliza Cervantes – Co-Chair 3. Florentina Marquez 4. Teresita Lopez 5. Ronilo Palmaria 6. Fidel Beltran
	Nabua National HS (4 th , 5 th Districts)	1. Elvira Bata – Chairperson 2. Yolanda Takasan – Co-Chair 3. Ma. Victoria Versoza 4. Edwin Nievarez 5. Ma. Sophia Contreras
MAPEH (Only one venue for the entire Division applicants) EPS – Imelda Nardo PSDS In-Charge Ben P. Saluna	Baao National High School (All Districts)	1. Stephen de Ocampo – Chairman 2. Virgilio Briones – Co-Chair 3. Ramon Buela 4. Reynan Luzon 5. Cristina Vida 6. Ulpiano Duran Jr.