




Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 578, S. 2022

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 PSDSs and PICs
 Elementary School Heads
 Administrative Officers II
 Interested Applicants
 All Others Concerned

FROM :  **MARIZA S. MAGAN, Ed.D., CESO V**
 Schools Division Superintendent

DATE : August 15, 2022

SUBJECT : **Recruitment, Evaluation and Selection of Teacher I Applicants in Elementary, Junior HS and Senior HS for SY 2022-2023**

1. In furtherance of this Division's implementation of the **Comprehensive Handling of Applications for Newcomers and for Career Enhancement: Customized Recruitment, Selection and Placement Policy of the Schools Division of Tacloban City (My CHANCE RSP Policy)**, this Division adheres to the principle of Equal Employment Opportunity accorded to all who qualified to enter government service regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
2. The Schools Division of Tacloban City hereby announces the conduct of the Division Evaluative Assessment of Documents for Teacher I Applicants in the Elementary, Junior High School and Senior High School for the School Year 2022-2023.
3. Document evaluation shall be in accordance with the following DepEd Guidelines:

Level	DepEd Order
Kindergarten, Elementary, SPED & Junior High School	DO 7, S. 2015 – HIRING GUIDELINES FOR TEACHER I POSITIONS FOR SCHOOL YEAR (SY) 2015-2016 DO 81, S. 2012 – ADDITIONAL POLICY GUIDELINES ON HIRING AND DEPLOYMENT OF KINDERGARTEN TEACHERS
Senior High School	DO 3, S. 2016 – HIRING GUIDELINES FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2016-2017 DO 27, S. 2016 – QUALIFICATION STANDARDS (QS) FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS IN THE DEPARTMENT OF EDUCATION (DEPED)



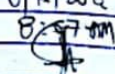
Real St., Tacloban City
 sdotaclobancity@deped.gov.ph



RELEASED

Date: 8/15/2022

Time: 8:57 AM

Signature: 



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DO 51, S. 2017 – AMENDED QUALIFICATION STANDARDS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS IN THE TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK AND OTHER CLARIFICATIONS ON THE HIRING GUIDELINES

4. All interested applicants are invited to be at the **Leyte National High School Gym** on any day from **August 31 to September 2, 2022** from 8:00 o'clock in the morning to 5:00 o'clock in the afternoon for the Evaluative Assessment of Documents. Applicants who fail to appear on schedule will not be given special consideration.
5. The following original documents should be presented during the evaluative assessment:
 - a. CSC Form 2012 (Revised 2017) in two copies with latest 2x2 ID picture;
 - b. Certified photocopy of PRC Professional Identification Card;
 - c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET) or Professional Board Examination for Teachers (PBET);
 - d. Certified copy of Transcript of Records (TOR) with Weighted General Average (GWA) signed by the School/University Registrar;
 - e. Copies of Service Record and Performance Rating (3 rating periods) for those with teaching experience;
 - f. Certificate/s of specialized training, if any;
 - g. Certified copy of voter's ID and/or any proof of residency as deemed acceptable;
 - h. NBI Clearance; and
 - i. Omnibus Certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant.
6. The Division Selection Committee will not allow additional documents submitted after the Evaluative Assessment of Documents.
7. Second coursers are required to submit the **Weighted General Average (WGA)** of their Baccalaureate Degree and Supplemental Education Units earned.
8. Old applicants who were already in the SY 2021-2022 Registry of Qualified Applicants (RQA) evaluated under DepEd Order 7, s. 2015 shall no longer resubmit their application documents but **MUST** submit a Letter of Intent to retain or update scores with supporting documents (if any) on those particular schedules.
9. **Old applicants who were not in the SY 2021-2022 RQA shall be considered as NEW APPLICANTS and must undergo the entire process.**
10. Attached is the schedule all qualified applicants must take note.
11. All expenses incurred in the conduct of all enumerated activities in the **Timeline for the Recruitment, Evaluation and Selection of Teacher I Applicants in Elementary, Junior HS and Senior HS for SY 2021-2022** shall be charged against Local Funds/Division MOOE subject to the usual accounting and auditing rules.
12. Immediate and wide dissemination of this Memorandum is desired.





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Enclosure No. 1 to Division Memorandum No. _____, s. 2022

**Timeline for the Recruitment, Evaluation and Selection of Teacher I Applicants in Elementary,
Junior HS and Senior HS for SY 2021-2022**

Activity	Date	Persons Involved	Desired Output
Orientation for the Division Committee Members, Secretariat and Support Staff	August 19, 2022 Venue: San Fernando Central Gabaldon Hall	All identified members	Conducted Orientation
Orientation & Evaluative Assessment of Documents	August 31 to September 2, 2022 Venue: LNHS Gym	HR, Division Selection Committee, Evaluative Assessment Committee & Secretariat	Recruited qualified applicants
Issuance of the Official List of Qualified Applicants	September 6, 2022 Venue: LNHS Gym	Division Selection Committee, HR & Secretariat	Issued a Memorandum
Conduct of Written Test, Behavioral Event Interview, Skills Assessment and submission of pre-recorded Demonstration Teaching and Lesson Plans	September 8, 2022 Venue: LNHS Gym & Computer Lab	Division Selection Committee, Assigned Skills Assessors, HR & Secretariat	Test and Skills Assessment Results, BEI Rating Sheets and Color Coded envelopes with Lesson Plans submitted
Viewing and rating the pre-recorded Demonstration Teaching	September 9, 2022	Division Screening Sub-Committee	Completed Individual Assessment Form, Consolidated Assessment Result
Division Selection Committee Deliberation	September 14, 2022	Division Selection Committee	Finalization of the Registry of Qualified Applicants
Printing and Signing of the Registry of Qualified Applicants (RQA)	September 14, 2022	Division Selection Committee & Secretariat	Printed Registry of Qualified Applicants
Publication of the RQA	September 15, 2022	HR & Secretariat	Posted Registry of Qualified Applicants

