

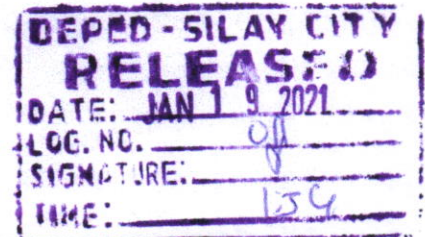


Republic of the Philippines  
**Department of Education**  
REGION VI - WESTERN VISAYAS  
SCHOOLS DIVISION OF SILAY CITY

January 18, 2021

**DIVISION MEMORANDUM**

No. 28, s. 2021



**SELECTION PROCESS FOR TEACHER I POSITIONS FOR SY 2021-2022**

TO: Acting Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. To contribute to the enhancement of 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 to promote and improve public school teachers' employment and career opportunities as well as to attract more people with more qualifications to the teaching profession, this Division hereby announces the commencement of the selection process for Teacher I positions in both elementary and secondary levels for SY 2019-2020.
2. All applicants shall register to the Department's online system at **[application.deped.gov.ph](http://application.deped.gov.ph)** where they must encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, an Applicant Number shall be issued. In the submission of application requirements, this number must be indicated.
3. Applicants shall submit the following documents along with a written application indicating the Application Number to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists:
  - a. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture
  - b. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office



Rizal St., Brgy. III, Silay City, Negros Occidental  
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Facebook Page: DepEdTayoSilay City  
Contact Number: Admin 4417153/ 458-4396/ HR 458-4401/ SGOD 458-4402/CID 458-4406/



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- c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)
  - d. Certified photocopy of transcript of records with Certification of the General Weighted Average (GWA) form the school registrar
  - e. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, an applicant must submit a justification citing the reason/s for unavailability
  - f. Certificates of specialized training, if any
  - g. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
  - h. NBI Clearance
  - i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
4. To ensure effective and efficient implementation of the selection process, the following evaluation and selection committees are organized:
- a. School Screening Committee  
Elementary Level  
Chairman – School Head  
Members – four (4) teachers  
  
Secondary Level  
Chairman – School Head  
Members – Department Head concerned and three (3) teachers from the different learning areas (as needed based on the school's vacancies) or four (4) subject area leaders from different learning areas (for small schools with no department heads)
  - b. Division Selection Committee  
Elementary Schools  
Chairman – Mrs. Salvacion J. Senayo, CESE  
OIC-ASDS  
Members – Mr. Federico P. Pillon, Jr.  
Chief Education Supervisor- CID  
Miss Carmel Joy P. Aujero  
EPS I – LRMDS  
Mrs. Juliet P. Quezon  
EPS I – Filipino  
Mr. Joeremie B. Quinto  
PESPA President
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Mrs. Roselyn C. Roldan  
Teachers' League President SSES  
Pastor Abraham T. Gabinera  
Federated PTA President  
Miss Jen-ann Y. Villa (for SPED applicants only)  
EPS I - Kindergarten  
Division Information Officer

Secretariat – Mrs. Martha May L. Dioneda  
Administrative Assistant III  
Mrs. Tristan D. Capiendo  
Administrative Assistant II

Secondary Level (Grades 7 to 10)

Chairman – Mrs. Salvacion J. Senayo, CESE  
OIC-ASDS

Members – Mr. Jose L. Quinto  
Chief Education Supervisor- SGOD  
Mrs. Daisy Lopez  
EPS I – Science  
Mr. Richard Esparagoza  
EPS I – Mathematics  
Mr. Rodito Badian  
NIRSSHA President  
Pastor Abraham T. Gabinera  
Federated PTA President  
Miss Jen-ann Y. Villa (for SPED applicants only)  
EPS I - Kindergarten

Secretariat – Mrs. Jennifer Salgado  
Administrative Officer IV  
Mrs. Martha May L. Dioneda  
Administrative Assistant III






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5. DepEd Order No. 7, s. 2015 entitled **Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016** shall be the basis for the selection process.
6. The following schedule of activities shall be observed:

Activity	Date
Submission of Application Letter and other Support Documents to the Schools	Jan. 19 - Feb. 4, 2021
Submission of List of Names of Applicants and Documents to the Division Office by the School Screening Committee	February 5, 2021
Orientation on the selection process of all Teacher I Applicants for SY 2019-2020	February 5, 2021 (AM)
Appraisal of Documents by the Division Selection Committee	February 8-26, 2021
Teacher's English Proficiency Test (TEPT)	To be announced later
Demonstration Teaching	
Interview and Skills Test	
Finalization of the Registry of Qualified Applicants (RQA)	
Posting of the RQA	

7. Immediate and widest dissemination of this Memorandum is desired.

  
**GLADYS AMYLAINE D. SALES, CESO VI**  
Assistant Schools Division Superintendent  
Concurrent Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: None  
Enclosure: None  
Reference: DepEd Order No. 7, s. 2015  
To be indicated in the Perpetual Index  
Under the following subjects:

APPOINTMENT    EMPLOYMENT    REAPPOINTMENT    POLICY    TEACHERS



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