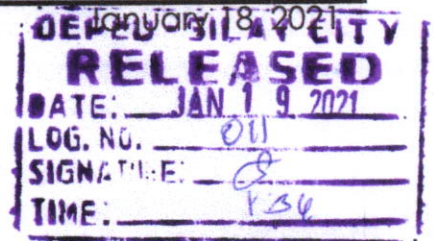




Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY

DIVISION MEMORANDUM
No. 29, s. 2021



**SELECTION PROCESS FOR SENIOR HIGH SCHOOL (SHS)
TEACHING POSITIONS FOR SY 2021-2022**

To: Acting Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/OIC-PSDSs
Elementary and Secondary School Heads
All Others Concerned

1. To address the need for more qualified teachers to teach in the Senior High School (SHS), this Division hereby announces the commencement of the selection process for the teaching positions in the SHS in public secondary schools.
2. All applicants shall register to the Department's online system at **application.deped.gov.ph** where they must encode their Personal Data Sheet and select the division(s) where they want to be ranked. Once submitted, a Unique Application Number (UAN) shall be issued. In the submission of application requirements, the UAN shall be indicated, if Available. If UAN is unavailable, applications shall still be accepted and applicants may still go through the evaluation process, be ranked in the Registry of Qualified Applicants, and be hired. However, the UAN shall be submitted to School's Division Office (SDO) once it is available.



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Contact Number: Admin 4417153/ 458-4396/ HR 458-4401/ SGOD 458-4402/CID 458-4406/



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3. Applicants shall submit the following documents along with a written application to the SDO or the school head of the SHS secondary school where a teacher shortage or vacancy exists:

	Applicants for Permanent Positions	Applicants for Part-Time Positions
Mandatory requirements	<ul style="list-style-type: none">* Letter of intent which shall indicate the following information:<ul style="list-style-type: none">a. Statement of purpose/expression of interestb. Subject group he/she intends to teachc. Preferred school(s), if any* CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture* Certified photocopy of certificates of relevant specialized trainings, if any* Certified copy of Voter's ID and/or any proof of residency* National Bureau of Investigation (NBI) clearance* Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant	
Additional requirements	<ul style="list-style-type: none">* Certified photocopy of Diploma on Bachelor's degree* Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject* Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license* Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional	<ul style="list-style-type: none">* Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit.





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	Board Examination for Teachers (PBET)	
Additional requirements for TVL teacher applicants	* Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses) * Certified photocopy of Trainers Methodology Certificate (TMC), if available	
Additional requirements for Arts and Design and Sports Tracks Teacher applicants	* Certified photocopy of Certification of Proficiency/ Recognition from recognized and respectable relevant associations/organizations/guild	
Additional requirements for HEI/TVI faculty	* Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI	

- Academic personnel applicants from Higher Education Institutions (HEIs) must present a Certificate of Service Rendered and of Good Standing from his or her previous employer bearing the employee's name, job title and duration of services rendered by the applicant employee, if available.
- Applicants who have already submitted the complete requirements during the Call for Expressions of Intent shall not be required to resubmit. However, they may submit additional/updated documents (e.g. new certificates, portfolio pieces, etc.). Applicants who have submitted partial or incomplete requirements shall be required to submit the lacking necessary documents.





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6. To ensure effective and efficient implementation of the selection process the following evaluation and selection committees are organized:

- a. School Screening Committee
Chairman – School Head
Members – Head Teacher for Core and/or Track subjects as needed based on 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)

Committee members shall be identified by the School Head using the above-mentioned designations.

- b. Division Selection Committee
Chairman – Mrs. Salvacion J. Senayo, CESE
OIC-ASDS
Members – Mr. Jose L. Quinto
Chief Education Supervisor- SGOD
Mr. Rodito Badian
NIRSSHA President
Pastor Abraham T. Gabinera
Federated PTA President

Authorized representative of a duly-accredited or recognized organization/industry proficient and knowledgeable in the track/learning area needed based on the school's vacancies (not needed for the evaluation of core subject applicant
One (1) Regional Education Supervisor (Process Observer)

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





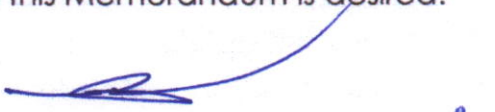
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7. The functions of the School Screening Committee and the Division Selection Committee are enumerated on pages 7 to 9 of DepEd Order No. 3, s. 2016 entitled **Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017** which shall also be the basis for the selection and appointment process.

8. 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	

9. 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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