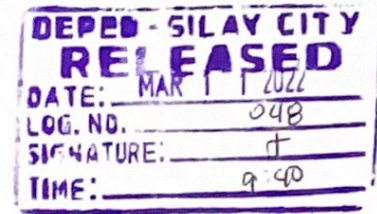




Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF SILAY CITY



posted
3/11/22
JBL

March 10, 2022

DIVISION MEMORANDUM

No. 115, s. 2022

**SELECTION PROCESS FOR TEACHER I POSITIONS FOR ELEMENTARY AND
JUNIOR HIGH SCHOOL LEVELS FOR SY 2022-2023**

To: OIC - 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 better qualifications to the teaching profession, this Schools Division hereby announces the commencement of the selection process for Teacher I positions in both public elementary and junior high school levels for SY 2022-2023.
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 school division where they want to apply. Once submitted, an Applicant Number shall be issued. In the submission of application requirements, this number must be indicated in the Personal Data Sheet.
3. Applicants shall submit the following documents to the head of elementary or junior high School Screening Committee where a teacher shortage or vacancy (regular and/or natural) exists along with a written application letter indicating the Application Number:
 - 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



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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
 - Junior High 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: Ms. Luz U. Banson, EdD
OIC - ASDS
 - Members: – Mr. Federico P. Pillon, Jr.
Chief Education Supervisor- CID
Miss Carmel Joy P. Aujero
EPS – LRMDS
Mrs. Juliet P. Quezon
EPS – Filipino
Mr. Joeramie B. Quinto
PESPA President





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Teachers' League President
Pastor Abraham T. Gabinera
Federated PTA President

Mrs. Jen Ann V. Rosal, PhD (For SPED applicants only)
EPS – Kindergarten
Division Information Officer

Secretariat – Rea Joy E. Amihan
Administrative Assistant III

Junior HS Level (Grades 7 to 10)

Chairman – Ms. Luz U. Banson, EdD
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 Gabinera
Federated PTA President
Miss Jen-ann Y. Villa (for SPED applicants only)
EPS I - Kindergarten

Secretariat – Mrs. Jennifer B. Salgado
Administrative Officer IV

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.



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6. The following schedule of activities shall be observed:

Activity	Date
Orientation on the documents to be submitted and selection process of all Teacher I Applicants	March 21, 2022 8:30 – 10:00 a.m.
Submission of Application Letter and other Supporting Documents to the schools	March 22- April 1, 2022
Submission of Documents to the Division Office by the School Screening Committee	April 4, 2022
Appraisal of Documents by the Division Selection Committee	April 5 – 29, 2022
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. Strict observance of the minimum health protocols set by the IATF such as wearing of face masks and practicing social distancing must be observed on the conduct of this activity.

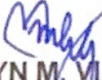
8. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, ethnicity or any other similar factors / circumstances that run counter to the principles of Equal Employment Opportunity (EEO).





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


NOVELYN M. VILCHEZ, PhD, CESO V
Assistant Schools Division Superintendent
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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