



Republic of the Philippines

Department of Education

Region X

DIVISION OF EL SALVADOR CITY

Zone 3, Poblacion, El Salvador City

Telefax No: (088) 555-0475/ Mobile No: +639199942421

Email address: elsalvador.city@deped.gov.ph

Website: www.depedelsalvadorcity.net



DIVISION MEMORANDUM

No. 007, s. 2018

To: PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
ALL PERSONS CONCERNED

From: AGUSTINES E. CEPE, Ph.D., CESO VI
Schools Division Superintendent

Subject: Ranking of Applicants for Teacher I position for Kindergarten,
Elementary, Junior High and Senior High Levels for SY 2018-2019

Date: January 10, 2018

1. This division shall conduct a Ranking for Teacher I position/s in the kindergarten, elementary, junior high and/or senior high level for SY 2018-2019. The Qualification Standards (QS) indicated in the table below shall be observed upon receiving application/s for Teacher I positions in kindergarten, elementary and/or junior high levels. For Senior High level, QS prescribed in DepED Order 3, s. 2016 and DepED Order 51, s. 2017 shall be observed.

Position	Education	Experience	Training	Eligibility
Teacher I	BEED /BSED	None	None	RA 1080 (Teacher)

2. Due to great number of teacher-applicants available for Kinder and/or Elementary levels within the locality, ranking for the aforementioned levels shall be opened to applicants who are residents of this city only. However, with shortage of applicants for Junior High and Senior High levels from within the city, this division shall open ranking for this level to all applicants, preferably within Region 10.
3. Applicants who are interested to be considered for ranking are advised to sign up for the English Proficiency Test (EPT) thru this link <https://goo.gl/forms/Sa02OIPh2CQeu5mA2> and submit their application online via email to depedelsalvador.hrmo18@gmail.com on or before **January 31, 2018, 12:00MN**. Kindly refer to attached instructions relative to online submission of application for you to be properly guided.
4. The following shall be the members of the Division Selection Committee for this ranking.
 - A. For Kindergarten and Elementary

Chairman: Rolly B. Labis, Chief Education Supervisor
Members: Fritzie C. Sillabe, EPSVR
Grace P. Paculba, EPSVR
Lina C. Bejiga, DEPSAA President

Copies Furnished:
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Members of Division Selection Committee
Public Schools
Records-Division Memorandum-Ranking



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Ernesto R. Abellanos, Jr., FPTA President

Rhea C. Batutay, EDTEA President

B. For Junior High School

Chairman: Rolly B. Labis, Chief Education Supervisor

Members: Lorna H. Estrosas, EPSVR

Roque R. Sabasaje, EPSVR

Rebecca B. Namoc, DEPSAA Member

Ernesto R. Abellanos, Jr., FPTA President

Rhea C. Batutay, EDTEA President

C. For Senior High School

Chairman: Rolly B. Labis, Chief Education Supervisor

Members: Anabelle M. Mamacalay, Senior HS Coordinator

Rhea C. Batutay, EDTEA President

Representative from TESDA (*for TVL*)

Representative from CHED (*for Academic*)

Regional Education Supervisor as Process Observer

5. This is to reiterate that per DepED Order No. 9, s. 2016, the following shall be used as hiring policy/ies for the ranking of teacher applicants for kindergarten, elementary and/or junior high school level:
 - a) DepED Order No 7, s. 2015 – primary hiring policy
 - b) DepED Order No. 22, s. 2015 – only in case the division has still available teaching positions after having implemented D.O. 7 s, 2015
6. As to the ranking of teacher applicants for Senior High level, hiring guidelines to be followed are DepED Order 3, s. 2016 and DepED Order 51, s. 2017.
7. The Human Resource Management Office shall release the Final Schedule of Screening Process on or before **February 02, 2018**.
8. For inquiries, contact the Human Resource Management Office via email: depedelsalvador.hrmo18@gmail.com or thru this mobile number: 0956 654 1822.
9. For information, guidance and compliance.

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INSTRUCTIONS FOR ONLINE SUBMISSION OF APPLICATION FOR SY 2018-2019

1. Scan the following documents in the same order as enumerated below:

KINDERGARTEN/ELEM/JUNIOR HS	SENIOR HIGH SCHOOL
<ol style="list-style-type: none"> 1. A written application, with the Unique Applicant Number (<i>from application.deped.gov.ph</i>) 2. CSC Form 212 (Revised 2017) 3. Authenticated 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 4. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET) 5. Certified copy of transcript of records 6. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability. 7. Certificates of specialized training, if any 8. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the Screening Committee 9. NBI Clearance 10. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant 	<p><u>Mandatory Requirements</u></p> <ol style="list-style-type: none"> 1. Letter of intent which shall indicate the following information: <ol style="list-style-type: none"> a. Statement of purpose/ expression of interest b. Subject group he/she intends to teach c. Preferred school(s), if any 2. CSC Form 212, Revised 2017 3. Certified photocopy of certificates of relevant specialized trainings, if any 4. Certified copy of Voter's ID and/or any proof of residency 5. National Bureau of Investigation (NBI) clearance 6. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant <p><u>Additional Requirements</u></p> <ol style="list-style-type: none"> 1. Certified photocopy of Diploma on Bachelor's degree 2. Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject 3. Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration /license 4. Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/ Professional Board Examination for Teachers (PBET) <ul style="list-style-type: none"> ➤ <i>Optional (for part-time):</i> 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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	<p><u>Additional Requirements for TVL teacher-applicants</u></p> <ol style="list-style-type: none">1. 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 Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject2. Certified photocopy of Trainers Methodology Certificate (TMC), if available <p><u>Additional Requirements for HEI/TVI faculty</u></p> <ul style="list-style-type: none">➤ Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI
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2. Save as one (1) Portable Document Format (PDF) file with the following filename:
 - a. **KINDER_LASTNAME, FIRSTNAME MIDDLE NAME**
Sample: KINDER_CRUZ, JUAN DELA
 - b. **ELEM_LASTNAME, FIRSTNAME MIDDLE NAME**
Sample: ELEM_CRUZ, JUAN DELA
 - c. **JHS-SPECIALIZATION_LASTNAME, FIRSTNAME MIDDLE NAME**
Sample: JHS-TLE_CRUZ, JUAN DELA
 - d. **SHS-TRACK-SPECIALIZATION_LASTNAME, FIRSTNAME MIDDLE NAME**
Sample 1: SHS-TVL-CARPENTRY_CRUZ, JUAN DELA
Sample 2: SHS-ACADHUMSS-POLITICALSCIENCE_CRUZ, JUAN DELA
3. Send the said PDF file via email to depedelsalvador.hrmo18@gmail.com on or before **January 31, 2018, 12:00 MN**, with subject following this format: **SY 2018-2019 APPLICANT (FILENAME)**. For sample A in item 2, subject in email shall be as follows: **SY 2018-2019 APPLICANT (KINDER_CRUZ, JUAN DELA)**

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Kindly refer to the sample below

SY 2018-2019 APPLICANT (KINDER_CRUZ, JUAN DELA)

depedelsalvador.hrmo18@gmail.com **RECIPIENT**

SY 2018-2019 APPLICANT (KINDER_CRUZ, JUAN DELA) **SUBJECT**

Ma'am/Sir,
Attached is my application for teaching position in Kindergarten for SY 2018-2019.
Hoping for your consideration on this application.
Thanks,
Juan Dela Cruz

KINDER_CRUZ, JUAN DELA.pdf (593K) **FILE NAME (attachment)**

Sans Serif - [Rich Text Editor Icons] [Send] [Saved]

Make sure to click SEND before the deadline

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