

Republic of the Philippines **Department of Education** Region X





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. 00 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/Sa02O1Ph2CQeu5mA2 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.
- 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

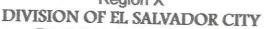
Lina C. Bejiga, DEPSAA President

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

STANTING HER BART VALUE



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> Ernesto R. Abellanosa, 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. Abellanosa, Jr., FPTA President

Rhea C. Batutay, EDTEA President

C. For Senior High School

Chairman:

Rolly B. Labis, Chief Education Supervisor

Members:

Anabelle M. Mamaclay, Senior HS Coordinator

Rhea C. Batutay, EDTEA President Representative from TESDA (for TVL) Representative from CHED (for Academic)

Regional Education Supervisor as Process Observer

- 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 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:

I. A written application, with the Munique Applicant Number (from

application.deped.gov.ph)

- CSC Form 212 (Revised 2017)
 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
- 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

SENIOR HIGH SCHOOL

- Mandatory Requirements

 1. Letter of intent which shall indicate the following information:
 - 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
- Certified photocopy of certificates of relevant specialized trainings, if any
- Certified copy of Voter's ID and/or any proof of residency
- 5. National Bureau of Investigation (NBI) clearance
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

Additional Requirements

- 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
- 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)
 - Deptional (for part-time): 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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Additional	Requirements	for	TVL	teacher-
applicants				

- 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 strand/specialized subject
- Certified photocopy of Trainers Methodology Certificate (TMC), if available

Additional Requirements for HEI/TVI faculty

- Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI
- 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
- Send the said PDF file via email to <u>depedelsalvador.hrmo18@gmail.com</u> on or before January 31, 2018, 12:00 MN, with <u>subject following this format:</u> SY 2018-2019 APPLICANT (FILENAME). For sample A in item 2, <u>subject in email shall be as follows:</u> SY 2018-2019 APPLICANT (KINDER_CRUZ, JUAN DELA)

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Public Schools
Records-Division Memorandum-Ranking

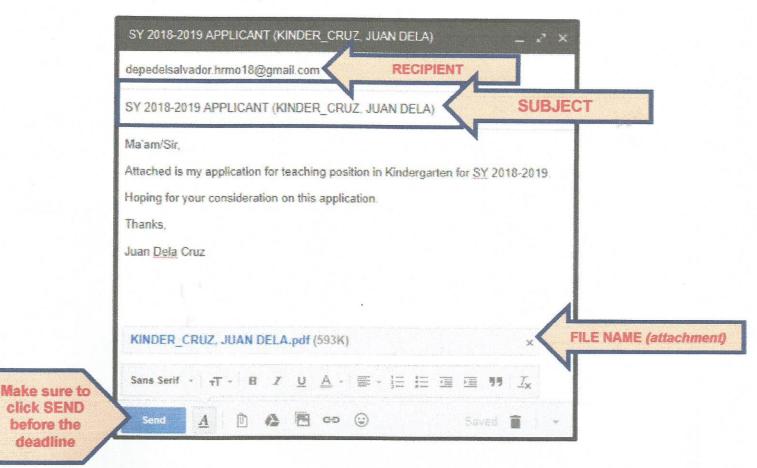


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Kindly refer to the sample below



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click SEND

before the deadline