



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

21 Jan 2020

DIVISION MEMORANDUM
No. 035, s. 2020

**RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR
TEACHING POSITIONS FOR SY 2020-2021
(KINDERGARTEN, ELEMENTARY & SECONDARY)**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the recruitment, evaluation and selection of applicants for teaching positions in Kindergarten, Elementary and Secondary levels for SY 2020-2021.
2. All interested applicants are advised to scan their documents and save it in one (1) PDF file (following the same order as enumerated in this memorandum). Filename of which shall be LEVEL_SPECIALIZATION_LNAME, FNAME MI. (e.g. ELEM_CRUZ, JUANA D. or JHS_MATH_CRUZ, JUANA D. or SHS_TVL_EIM_CRUZ, JUANA M.). The PDF file containing the complete documents of the applicant must be emailed to recruitment.elsalvadorcity@deped.gov.ph on or before **February 10, 2020**.
 - a. Application Letter indicating statement of purpose/expression of interest, grade level/subject group applicant intends to teach and preferred school;
 - b. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture (all details must be correct and complete)
 - c. 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 (*photocopies must be certified by PRC*)
 - d. Certified copy of Transcript of Records (TOR) with Certification of General Weighted Average (GWA) (*photocopies must be certified by the School where the document originated*)
 - e. 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.

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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- f. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET) (*photocopies must be certified by PRC*)
 - g. Certificates of specialized training, if any
 - h. Certification of English Proficiency Test (EPT) Result
 - i. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
 - j. NBI Clearance
 - k. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
3. Applicants shall bring the original copies of their documents during the deliberation. Only the documents included in the scanned PDF file, submitted via email, shall be considered during the deliberation.
 4. While the Department's Revised Merit and Selection Plan (MSP) is pending for approval, the documentary requirements enumerated above are in consonance with DepED Order 7 & 22, s. 2015 (for Kinder, Elem and Junior HS) and DepED Order 3, s. 2016 (for Senior HS). Should the Revised MSP be approved before the start of SY 2020-2021, it must be implemented accordingly.
 5. This Office will issue another memorandum as to the composition of the Division Selection Committee (DSC) and the schedule for demonstration teaching, interview and deliberation.
 6. Any clarification may be addressed to the Admin-Personnel Office thru this email address: recruitment.elsalvadorcity@deped.gov.ph or thru this mobile number: 0956 654 1822.
 7. For information, guidance and compliance.

OLGA C. ALONSABE

Asst. Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

RECRUITMENT

SELECTION

OSDS/AMA



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