



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

Office of the Schools Division Superintendent

February 19, 2021

DIVISION MEMORANDUM

No. 051, s. 2021

**RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS
FOR TEACHER 1 POSITIONS FOR SY 2021-2022
(Kindergarten, Elementary and Secondary)**

To: Division Selection Committee
Chief, CID and SGOD
Education Program Supervisors
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field of the ranking of applicants for Teacher 1 positions in Elementary and Secondary levels for SY 2021-2022 in DepEd Division of El Salvador City.
2. The conduct of document evaluation, interview and teaching demonstration is in accordance with the following guidelines:

Kindergarten	DO 7, s. 2015- Hiring Guidelines for Teacher I Positions Effective School Year 2015-2016
Elementary, SPED	
Junior HS	DO 81, s. 2012 Additional Policy Guidelines on Hiring and Deployment of Kindergarten Teachers
Senior HS	DO 3, s. 2016- Hiring Guidelines for Senior High School Teaching Positions Effective School Year 2016-2017
	DO 51, s. 2017- Amended Qualifications Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines
3. All applicants are required to submit online applications thru recruitment.elsalvadorcity@deped.gov.ph on or before **March 26, 2021**.





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4. Applicants shall submit a Letter of Intent with the following pertinent documents on or before **March 26, 2021** with file name – Level (Elementary/SPED/Kindergarten, Junior HS with Learning Area, Senior HS with specialization), Last Name, First Name, Middle Name
- CSC Form 212 (Revised 2005) with latest 2x2 ID picture;
 - Certified photocopy of PRC Professional Identification Card or PRC Certification showing name, LET rating and other information recorded in the PRC Office;
 - Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET) or Professional Board Examination for Teachers (PBET);
 - Certified copy of Transcript of Records (TOR) with General Weighted Average signed by the School/University Registrar;
 - 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;
 - Certificates of specialized training, if any;
 - Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the Screening Committee;
 - NBI Clearance;
 - Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
5. Old applicants in the SY 2020-2021 RQA shall no longer submit their application documents but must submit a Letter of Intent to retain or update their scores with supporting documents (if any).
6. Second coursers are required to submit the General Weighted Average of their Baccalaureate Degree and Prof. Ed units.
7. Applicants shall also submit one hard copy of pertinent documents which shall be arranged according to No. 4 of this Memorandum to be submitted in long-sized folders with the following color coding:
- | | |
|----------------------|-----------------------------|
| Kindergarten - White | Junior HS |
| Elementary - Yellow | English - Dark Green |
| SPED - Pink | Science - Dark Blue |
| Senior HS | Mathematics - Orange |
| ABM | TLE - Brown |
| HUMSS | MAPEH - Red |
| STEM | Values Ed. - Light/Sky Blue |
| TVL - Brown | Aral. Pan. - Violet |
| | Filipino - White |





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8. Applicants with English Proficiency Test (EPT) taken before December 1, 2019 shall retake the EPT; those with EPT taken after February 2020 in other Divisions shall submit a duly signed Certificate of EPT Rating.
9. Teaching Demonstration shall be video-recorded and limited to twenty (20) minutes only. A semi-detailed 4As Lesson Plan shall be submitted together with the video recording on or before March 26, 2021 to recruitment.elsalvadorcity@deped.gov.ph
(If the file is too large to send via email, applicants shall upload the video on a cloud storage account (Google Drive, OneDrive, Dropbox, etc.) and send the shareable link to the email address provided.)
10. Interview shall be done online. Schedule shall be posted at a later date.
11. The timeline for recruitment, evaluation and selection of applicants is outlined in Enclosure No. 1 of this Memorandum.
12. For inquiries, applicants may send a message to the email address posted in this Memorandum.
12. DepEd El Salvador City abides with the Equal Employment Opportunity Principle; thus, all qualified applicants regardless of gender, disability, sexual orientation, age, religion and ethnicity are welcome.
13. For immediate dissemination and compliance.

OLGA C. ALONSABE, PhD, CESE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated

To be indicated in the Perpetual Index
under the following subject:

RECRUITMENT





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Enclosure No. 1

**Timeline for Recruitment, Evaluation and Selection of Teacher Applicants
for Teacher I Positions for SY 2021-2022
(Kindergarten, Elementary and Secondary)**

Date	Activity	In-Charge
March 4, 2021	Orientation for Teacher Applicants (Livestreamed via DepEd Tayo El Salvador City FB Page)	Division Selection Committee (DSC) and HR Personnel
March 5 – March 26, 2021	Online Submission of Application Documents With Hard Copy	Applicants
March 8 – March 26, 2021	Submission of Demo Video-Recording	Applicant DSC
March 22 – 23, 2021	Issuance of Memorandum for Interview Schedule Segregation of application documents by level/learning area	DSC
March 25 – 31, 2021	Document Evaluation	DSC
March 31 – April 8, 2021	Online Interview	DSC
April 12 – 16, 2021	Integration of Scores to the RQA	DSC Secretariat
April 19 – 21, 2021	Applicants' Feedback on Scores	DSC Secretariat
April 22 - 23, 2021	Finalization of List	DSC Secretariat
April 26, 2021	Posting of SY 2021-2022 RQA	DSC Secretariat

