



DIVISION MEMORANDUM

No. 029, s. 2019

To : All Teacher-Applicants (Elementary, JHS, and SHS)
 All Members of Division Selection Screening Committees
 All Members of School Screening Committees
 Division HRMPSB Members
 All Others Concerned
 This Division

From: **MARILOU B. DEDUMO, Ph.D., CESO V**
 Schools Division Superintendent

Subject: **Schedule of Activities for the Recruitment and Selection of Elementary, Junior HS and Senior High School Teaching Applicants**

Date: **January 17, 2019**

This is to inform the field that the schools of this Division are now accepting application for Teaching in the elementary, Junior HS and Senior High Schools.

Specifically, the table below details the milestones in the application process, to wit:

Date & Time	Activities	Venue
February 5, 2019	Orientation of CARCANMADCARLANCOR Teacher-Applicants on the Hiring Guidelines	Cortes District
February 6, 2019	Orientation of TAGO, SAN MIGUEL, CAGWAIT, MARIHATAG, SAN AGUSTIN & LIANGA Teacher-Applicants on the Hiring Guidelines	Marihatag District
February 7, 2019	Orientation of BAROBO, TAGBINA, HINATUAN & LINGIG Teacher-Applicants on the Hiring Guidelines	Lingig District
February 8-15, 2109	Acceptance of Folders	Different elementary and secondary schools
February ____, 2019	English Proficiency Test <i>(date to be announced on a separate memo)</i>	Gamut NHS, Gamut, Tago, SDS (testing center)
March 2 - 3, 2019 – for Elementary March 4, 2019 for JHS March 5, 2019 for SHS	Demonstration Teaching and Interview for Elementary, Junior and Senior High School Teacher-Applicants.	Selected Elementary, JHS and Senior High Schools <i>(memo will be floated for the details as to venues and composition of the Division and Sub-Division selection committees)</i>



Enclosed in this Memorandum is the list of documentary requirements that shall be submitted to the School Screening Committee.

To expedite the screening, sorting and filing of documents especially in the Division Office, applicants are suggested to follow the color coding of folders, to wit:

- Elementary - long, blue folder
- Junior HS - long, lavender folder
- Senior HS - long, orange folder

Moreover, it is reiterated that this Division emphasizes and abides by the equal employment principle policy in the selection, ranking and hiring process. This is to underscore that all applicants are treated equally, equitably and fairly regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socioeconomic standing, ethnicity and other attributes.

In this connection, all Education Program Supervisors, Public Schools District Supervisors and members of the Division Human Resource Merit and Promotion Board are requested to be present during the Division Training on ORAOHRA on January 29-30, 2019 to level-off understanding and procedures regarding the ranking and selection process.

For the information and guidance of all concerned.

Enclosure No. 01 to Division Memorandum No. ____, s. 2019 re **Schedule of Activities for the Recruitment and Selection of Elementary, Junior HS and Senior High School Teaching Applicants**

LIST OF DOCUMENTARY REQUIREMENTS

- a) PDS - 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;
- c) Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET);
- d) Certified copy of transcript of records;
- 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;
- 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; and
- i) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (*The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity*)