



7 FEB 2018

Division MEMORANDUM

No. 52 s. 2019

RECRUITMENT AND SELECTION OF PUBLIC SENIOR HIGH SCHOOL (SHS) TEACHERS FOR SY 2019-2020

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads, Public Secondary Schools
Interested Applicants

1. The Department of Education, Schools Division Office of Camarines Sur, announces the recruitment and selection of qualified teacher applicants for Senior High School teaching positions for SY 2019-2020.
2. In this connection and pursuant to DepEd Order No. 3, s. 2016 entitled *Hiring Guidelines for Hiring Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017*, DepEd Order No. 32, s. 2016 entitled *Addendum to DepEd Order No. 3, s. 2016*, DepEd Order No. 49, s. 2016 entitled *Guidelines on the Hiring of Contractual (Part-Time and Full-Time) Teachers in the Senior High School*, and DepEd Order No. 51, s. 2017 entitled *Amended Qualification Standards for Senior High School Positions in the Technical-Vocational-Livelihood Track and other Clarifications on the Hiring Guidelines*, this office is issuing the division guidelines on recruitment and selection of applicants for teaching positions in the Senior High School effective SY 2019-2020.
3. The School Screening Committee, the Division Selection Committee, and the Special Committees organized for this purpose are directed to strictly adhere to the DepEd Orders mentioned above. The Division Screening and Sub-Committees shall attend the orientation conference on March 4, 2019 from 1:00-5:00 in the afternoon at the Division Office Conference Hall.
4. The specific guidelines for this activity are found in Enclosure 1 of this Memorandum.
5. Expenses incurred relative to this activity, including travel expenses of the committees, are chargeable against Division/School MOOE subject to the usual accounting and auditing rules and regulations.
6. All public secondary and integrated schools are hereby instructed to observe these guidelines which are effective immediately.
7. For information and guidance of all concerned.

CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

Encl.: As stated

References: DepEd Order No. 3, s. 2016
DepEd Order No. 32, s. 2016
DepEd Order No. 49, s. 2016
DepEd Order No. 51, s. 2017

To be indicated in the Perpetual Index under the following subjects

RECRUITMENT
SELECTION
POLICY
TEACHERS

ASDSFile_Division_Guidelines_on_Hiring_of_SHS_Teachers_SY2019-2020



Department of Education
Region V



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**DIVISION RECRUITMENT, SELECTION AND HIRING GUIDELINES FOR SENIOR HIGH SCHOOL (SHS)
TEACHING POSITIONS FOR SY 2019-2020**

I. Application Process and Documentary Requirements

1. An applicant shall submit to the SDO or the school head of the SHS where a teacher shortage or vacancy exists a **color-coded folder** containing the written application (please refer to table 4 for the Color Code), and labelled accordingly on the front cover (please refer to Part V for the label), and supported by the following documents:

Table 1. Documentary Requirements

Requirements	Applicants for Permanent Position	Applicants for Part-Time Position
Mandatory Requirements	<ul style="list-style-type: none"> Letter of intent which shall indicate the following information: <ol style="list-style-type: none"> Statement of purpose/expression of interest Subject group the applicant intends to teach (Refer to Table 4 of this guidelines) Preferred school(s), if any CSC Form 212, Revised 2017 (Personal Data Sheet) in 2 copies with the latest 2x2 ID picture Certified photocopy of certificates of relevant specialized trainings, if any. Certified copy of Voter's ID and/or any proof of residency National Bureau of Investigation (NBI) clearance Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant 	
Additional Requirements	<ul style="list-style-type: none"> Certified photocopy of Diploma on Bachelor's degree 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 Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET) Certificate of Employment/Service Record 	<ul style="list-style-type: none"> Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit
Additional Requirements for TVL Teacher-Applicants	<ul style="list-style-type: none"> Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least the same level as the course to be taught in the subject to be taught (e.g. NC-II in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exception to this rule is given to applicants to courses with no National Certificates (e.g. Handicraft courses) Certified photocopy of Trainers Methodology Certificates (TMC), if available 	
Additional Requirements for Arts & Design & Sports Tracks Teacher-Applicants	Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild	
Additional Requirements for HEI/TVI faculty	<ul style="list-style-type: none"> Certified photocopy of Certification of status of Employment/Service Record from HEI/TVI 	

	<ul style="list-style-type: none"> • Certificate of Displacement duly signed by the authorized representative of the HEI/TVI (see attached template)
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II. Evaluation and Selection Committee

1. School heads of the expanded junior high schools (schools with Senior High School program) are directed to organize and designate the members of the School Screening Committee.
2. School Screening Committee (SSC)

2.1 Composition

Chair: School Head

Members:

- Head Teacher for Core and/or Track subjects as needed based on the school's vacancies
- Three (3) teachers from the different learning areas as needed based on the school's vacancies
- President or authorized representative of the School Governing Council (SGC) or the Parents-Teachers Association (PTA)
- An authorized representative of a duly recognized organization/industry proficient and knowledgeable in the track/learning area needed in the evaluation of academic track/core subject applicants or an Education Program Supervisor/Specialist for the subject area needed in the evaluation of TVL, Arts and Design, and Sports Track applicants.

Committee members shall be identified by the School Head using the above-mentioned designations. The School Head shall then transmit the composition of the SSC to the Schools Division Superintendent on or before **February 15, 2019** for the issuance of a corresponding Designation Order.

2.2 Functions

- a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places, on the websites of schools, at teacher education training institutions, higher education institutions (HEIs), and industry and private institutions at all times. The step-by-step procedure in applying for SHS teaching positions should be explained. The copy of DepEd Order No. 3, s. 2016 must be posted as well.
- b. Receives applications and documents.
- c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents. This verification includes but is not limited to interviewing or getting additional information from applicant's references and/or the issuing bodies from which they obtained certifications and other documents.
- d. Informs applicants about schedules, timelines, and deadlines at least seven (7) days in advance. Documentary proof of announcements, notifications, and communications shall be kept.
- e. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application.
 - i. The SSC shall NOT refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the completion and proper submission of documents.
 - ii. All applications, even those found to be incomplete or inauthentic, must be forwarded to the Division Selection Committee (DSC), albeit such submissions must be noted and marked by the Committee.
- f. Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the Office of the School Head for records purposes.
- g. Prepares a list of the applicants and submits said list together with application documents to the Division Selection Committee.

3.1 The Division Selection Committee (DSC) shall be composed of the following:

Table 2. Division Selection Committee Composition

Designation	Composition
Chairperson	Susan S. Collano, <i>Asst. Schools Division Superintendent</i>

Members (per needed track)	Sarah Christine P. Godoy, Education Program Supervisor & Division Senior High School Coordinator
	Reynaldo P. Lopez, President, ACSSSA
	STEM track representative from Partner Institution
	TESDA/CASESTEA representative
	Joseph D. Sarsaba, President, Department of Education Basketball Referees Association
	Maria Divina H. Calleja - HRMO, Secretariat
	Representative of a duly-accredited or recognized organization/industry
Clerical Staff	DepEd ROV Representative as Process Observer
	Minda A. Zaldua

3.2 The following are the functions of the Division Selection Committee:

- a. Receives from the School Screening Committee the list of applicants with the corresponding documents.
- b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.
- c. Evaluates applicants based on criteria set forth in these guidelines.
- d. Ensures that applicants are notified at least seven (7) days before the scheduled conduct of evaluation procedures such as Demonstration Teaching, English Proficiency Test, and Interview. Documentary proof of announcements, notifications, and communications shall be kept.
- e. Reviews and consolidates the results of the individual ratings of applicants based on the scores they obtained in each criterion for evaluation.
- f. Prepares separate division-wide RQAs for each core subject and track.
- g. Sends to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair
- h. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations to the SDO's Personnel Division.

III. Timeline

Table 3. Schedule of Activities

Date	Activity	Responsible Persons/Committee
February 11-28, 2019	Submission and Receipt of Application	School Screening Committee Division HRMO
March 4, 2018 1:00-5:00 p.m Division Conference Hall	Reorientation on DepEd Order No. 3, s. 2016, DepEd Order No. 32, s. 2016, DepEd Order No. 49, s. 2016, DepEd Order No. 51, s. 2017 for DSC and Special Committee	Division Selection Committee Division Sub-Committees
March 5, 2019 (Venue to be announced later)	Orientation for applicants Note: Applicants are advised to bring with them their pertinent application documents during the orientation	Division/School Screening Committee
March 6-14, 2019	Demonstration Teaching, Interview, Validation of Skills/Skills Test	Division Sub-Committee
March 22, 2019	Submission of Results to the DSC	Sub-Committee
March 25-29 & April 8-17, 2019	Evaluation of documents	Division Selection and Identified Members of the Special Committees
April 22-26, 2019	Preparation of Registry of Qualified Applicants	Division Selection and Identified Member of the Special Committees
April 30, 2018	Submission of RQA to the Schools Division Superintendent	Division Selection Committee
May 4, 2019	Posting of RQA	HRMO
To be announced later	English Proficiency Test (to be administered by the Bureau of Education Assessment)	Dr. Delfin Bondad Mrs. Marilyn S. Gomez

The applicants are advised to prepare their documents, preferably in two (2) copies, following the sequence enumerated below, with the folder properly **labelled on its side as ears** to facilitate location of the documents during evaluation, to wit:

- a. Education (with GWA)
- b. Teaching/Industry/Workplace Experience
- c. Specialized Training
- d. Interview (c/o Special Committee)
- e. English Communication Skills
- f. Portfolio/Outstanding Achievements
- g. Demonstration Teaching

It is important that all photocopied documents should be authenticated by the issuing agency/organization. **The documents submitted shall be at the disposal of the division selection committee three months after the release of the Registry of Qualified Applicants.** The committee shall not be responsible for safekeeping of documents of the applicants.

IV. Folder Tag/Folder Label

A tag (sample shown below) should be pasted on the front cover of the applicant's folder to facilitate evaluation process.

Applicant's Name: _____ Contact No. _____

Subject Group/s/TVL specialization you are applying NOW: _____

Is this your first time to apply for a teaching position in the Senior HS? _____. If NO, when was the last time you applied for teaching position in the Senior HS?

For what subject group did you apply the last time you applied? _____

Are you currently teaching in DepEd school? YES ____ / NO _____. If YES, since when? (indicate exact date) _____. Current Position Title: _____

If you are a former instructor in a university/college/TVI, state the name of the university/college/TVI and the inclusive period of your service as instructor.

Baccalaureate Course Earned: _____

Master's Degree Earned: _____

Doctorate Degree Earned: _____

General Weighted Average (GWA) of BSE/Baccalaureate Course: _____.

General Weighted Average (GWA) for TCP (if applicable/available): _____.

Are you a holder of a Trainer's Methodology Certificate (TMC)? _____

Eligibility: _____ Secondary? ____ Elementary? ____ Rating: _____

Name & Signature of Applicant

NOTE: Please accomplish this tag completely. Write N/A on appropriate space/s if Not-Applicable.