



CITY SCHOOLS DIVISION OF ANTIPOLO

January 16, 2018

Division Memorandum

No. 08 s. 2018

HIRING GUIDELINES FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2018-2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Secondary School Heads/Principals/TICs/OICs
All Others Concerned

1. This is to announce the application period for Senior High School (SHS) applicants as stipulated in DepEd Order 3, s. 2016, re: Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective SY 2016-2017.
2. All applicants shall register to the Department's online system at application@deped.gov.ph, where they must encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, an Application Number will be issued. In the submission of application requirements, this Number must be indicated.
3. An applicant shall submit to the head of senior high school where a teachers shortage or vacancy (regular and/or natural) exists, a written application, with the Applicant Number is indicated, supported by the following documents:

	Applicants for Permanent Positions	Applicants for Part-Time Positions
Mandatory Requirements	<ol style="list-style-type: none"> 1. Letter of intent which shall indicate the following information: <ol style="list-style-type: none"> 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 (Personal Data Sheet) in two (2) copies with latest 2x2 id picture 3. Original copy of service record/Certificate of Employment 4. Certified copy of certificates of relevant specialized trainings, if any 5. Certified copy of Voter's ID and/or any proof of residency 6. NBI Clearance 7. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant 	



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Additional Requirements	<ol style="list-style-type: none"> 1. Certified photocopy of Diploma on Bachelor's degree 2. Authenticated copy of Transcript of Records (TOR) with at least 15 units of specialization in relevant strand/specialized subject 3. Authenticated copy of PRC ID 4. Authenticated copy of Certificate of Board Rating 	<ol style="list-style-type: none"> 1. 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	<ol style="list-style-type: none"> 1. TESDA National Certificate (NC) of at least one level higher than the 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 NC (e.g. Handicraft courses) 2. Certified photocopy of Trainers Methodology Certificate (TMC), if available 	
Addition Requirements for Arts and Design and Sports Tracks	<ol style="list-style-type: none"> 1. Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild 	
Addition Requirements for HEI/TVI faculty	<ol style="list-style-type: none"> 1. Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI 	

4. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents, as evidenced by the omnibus certification of authenticity submitted. Any violation will automatically disqualify the applicant from the selection process.
5. The following activities with the corresponding dates and venues shall be observed:

ACTIVITIES	DATES
Filing of applications and submission of documents	January 16 – February 28, 2018
Evaluation, Demo Teaching and Interview of Teacher Applicants <ol style="list-style-type: none"> a. TLE - Dalig NHS b. STEM - ANHS c. HUMMS/Arts & Design - San Jose NHS d. ABM - San Roque NHS e. Sports - San Isidro NHS 	April 2 – 6, 2019
Administration of English Proficiency Test (EPT)	TBA

6. All applicants are required to report to their assigned schools on **April 2, 2018** at **9:00 am** for their schedule. The order of demonstration teaching and interview shall be on first come, first serve basis.




Republic of the Philippines
Department of Education
Region IV-A CALABARZON



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7. Likewise, teacher-applicants who will take the EPT are advised to wear proper business attire: blouse, slacks/skirt and closed shoes for females, and polo/polo shirt, slacks, and leather shoes for males. Also, bring Identification Card, Certificate of PRC Rating and/or PRC license for identification/verification purposes.
8. The official in-charge of personnel actions shall provide secretariat services and assists the EPSs in the conduct of the test.
9. The review and finalization of the Registry of Qualified Applicants (RQA) for SY 2018-2019 shall be done by the Human Resource Merit Promotion and Selection Board (HRMPSB).
10. Please regularly visit DepEdAntipolo City website www.depedantipolo.com for further announcement.
11. For information and guidance of all concerned.


DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent