



May 16, 2018

**Division Memorandum**  
**No. 32 s. 2018**

**2nd BATCH OF RECRUITMENT, SELECTION, EVALUATION AND RANKING OF TEACHER I  
APPLICANTS FOR ELEMENTARY AND JUNIOR HIGH SCHOOL LEVELS SY 2018-2019**

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

1. Due to the new allocation of Teacher I positions for SY 2018-2019, the Division of Antipolo City will open the Second Batch of Recruitment, Selection, Evaluation and Ranking of Teacher I Applicants in **Elementary and Junior High School levels** using **DepEd Order 2, s. 2015**.
2. The following activities with the corresponding dates and venues shall be observed:

ACTIVITIES	LEVEL	DATE	VENUE
Submission and Evaluation of documents	Elementary	June 13, 2018 - 8:00 AM	San Isidro ES
	JHS	June 15, 2017-8:00 AM	
English Proficiency Test	Elem/JHS	TBA	TBA
Demonstration Teaching		TBA	TBA


3. All qualified and interested applicants are invited to bring the following documents (original and photocopy) on the scheduled date at San Isidro Elementary School, Antipolo City:
  - a. Application letter
  - b. Unique Application Number
  - c. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture
  - d. PRC Certificate of Registration/License
  - e. Certificate of Board Ratings obtained in the LET/PBET
  - f. Transcript of Records for Baccalaureate course
  - g. Certificate of GWA signed by the school registrar
  - h. Copies of Service Record or Certificate of Employment for (those with teaching experience)
  - i. Certificates of specialized training, if any



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- j. Voter's ID
  - k. NBI Clearance
  - l. Omnibus certification of authenticity and veracity of all documents submitted
4. The order of evaluation of documents shall be on *first come, first serve basis*.
  5. The venue of the administration of the English Proficiency Test (EPT) will be announced once all the necessary arrangement with the Bureau of Education Assessment (BEA) has been made.
  6. 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.
  7. Applicants are advised to check for any updates thru the Division of Antipolo City website at <http://deped.antipolo.com> or its Facebook account at DepEd Antipolo.
  8. For strict compliance and guidance.

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