



August 1, 2018

Division Memorandum

No. 58 s. 2018

2nd BATCH OF RECRUITMENT, SELECTION, EVALUATION AND RANKING OF SENIOR HIGH SCHOOL TEACHER APPLICANTS-STEM & HUMMS EFFECTIVE 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 need of Senior High School Teachers for SY 2018-2019-STEM & HUMMS, the Division of Antipolo City will open the Second Batch of Recruitment, Selection, Evaluation and Ranking of Senior High School Teacher Applicants Effective School Year 2018-2019 using **DepEd Order 3, s. 2016**.
2. Applicants shall submit to the HR Office, DepEd Antipolo City, Sports Educational Hub, Sen. L. Sumulong Circle, Brgy. San Isidro, Antipolo City an application letter together with the following original and/or authenticated documents:

	Applicants for Permanent 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 2005 (Personal Data Sheet) in two (2) copies with latest 2x2 id picture 3. Certified photocopy of certificates of relevant specialized trainings, if any 4. Certified copy of Voter's ID and/or any proof of residency 5. NBI Clearance 6. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
Additional Requirements	<ol style="list-style-type: none"> 1. Certified photocopy of Diploma on Bachelor's degree



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	2. Certified Photocopy of Transcript of Records (TOR) with at least 15 units of specialization in relevant strand/specialized subject 3. Certified photocopy of PRC ID 4. Certified photocopy of ratings obtained in the LET/PBET
Additional Requirements for HEI/TVI faculty	1. Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI

3. The following activities with the corresponding dates and venues shall be observed:

ACTIVITIES	DATES
Submission and Evaluation of documents (STEM & HUMMS)	August 1-15, 2018
Evaluation, Demonstration Teaching and Interview	TBA
Administration of English Proficiency Test (EPT)	TBA

- The order of evaluation of documents shall be on **first come, first serve basis**.
- The venue of the administration of the English Proficiency Test (EPT) will be announced once all the necessary arrangement with the BEA has been made.
- 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.
- Please regularly visit DepEdAntipolo City website www.depedantipolo.com for further announcement.
- For information and guidance of all concerned.


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