



January 8, 2018

Division Memorandum

No. 03 s. 2019

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS FOR TEACHER  
1 POSITIONS (ELEMENTARY AND JUNIOR HIGH SCHOOL) SY 2019-2020**

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

1. To ensure that the quality of basic education in the Division is enhanced through hiring of highly-competent teachers for SY 2019-2020, all schools are enjoined to abide with the Guidelines on Recruitment, Selection, Evaluation and Ranking of Teacher 1 applicants stipulated in *DepEd Order 7, s. 2015, re: Hiring Guidelines for Teacher I Positions effective SY 2015-2016*.
2. The following provisions of the abovementioned DepEd Orders are hereby emphasized/reiterated:
  - a. ***Public school teachers requesting for transfer to another assignment are not considered new applicants and should not therefore be subjected to these hiring guidelines.*** (Paragraph 3.2 of DepEd Order No.12 s. 2012)
  - b. 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.
  - c. An applicant shall submit to the head of elementary or junior high school where teachers shortage or vacancy (regular and/or natural) exists, a written application, with the applicant number is indicated, supported by the following documents:





Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



1. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
  2. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture
  3. Authenticated copy of PRC ID
  4. Authenticated copy of Certificate of Board Rating
  5. Authenticated copy of Transcript of Records
  6. Original copy of service records/Certificate of Employment
  7. Certificate of specialized training, if any
  8. Certified copy of Voter's ID and or proof of residency as deemed acceptable by the School Screening Committee
  9. NBI Clearance
- d. ***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.***
- e. ***Upon teachers' appointment, assignment to a station, and acceptance of the position, he or shall not be transferred to another to another school until after rendering at least three (3) years in that school.***
- f. Residents of the locality, LGU-funded teachers, substitute teachers volunteer teachers and Philippine Business for Education (PBE) graduates under the 1000 Teachers Program (1000 TP) shall be subject to these hiring guidelines.
- g. ***As provided in Section 26 (b) Paragraph 2 of RA 9293, teachers who have not practiced their profession for the past five (5) years shall be required to take at least twelve (12) units of education courses, consisting of at least six (6) units of pedagogy and six (6) units of context courses.***
- h. In the elementary level, the School Screening Committee shall be chaired by School Head with four (4) teachers as members. The School Screening Committee in the secondary shall be chaired by the School Head, Department Head Concerned, and three
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Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



- (3) teachers from the different learning areas (as needed based on school's vacancies) as members.
- i. The School Screening Committee shall verify all documents as to completeness and authenticity and submits the lists of applicants with the corresponding documents to the Division Selection Committee the list of applicants shall be categorized by position, i.e. Elementary/Secondary, Pre-school, Mobile Teacher, SPED.
  - j. The Division Selection Committee for elementary level shall be chaired by the Asst. Schools Division Superintendent with three (3) Education Program Supervisors, Chapter President of PESPA, and an authorized representative of an accredited teachers' association. For Secondary Level, the same will be chaired by the Asst. Schools Division Superintendent, with three (3) Education Program Supervisors, Chapter President of NAPSSHI, and an authorized representative of an accredited teachers' association
3. The following activities with the corresponding dates and venues shall be observe:

ACTIVITIES	DATES
Filing of applications and submission of documents to the School Screening Committee	January 8, 2019 – February 28, 2019
Submission of pertinent documents to the Division Selection Committee	March 4, 2019
Demo Teaching and Interview of Teacher Applicants	March 11 – 15, 2019
Administration of English Proficiency Test	TBA
Consolidation of Ratings/Evaluation and Preparation of Registry of Qualified Applicants	March 25 – March 29, 2019
Submission of Registry of Qualified Applicants to SDS for Approval	April 10, 2019
Tentative Date of Posting of RQA to Conspicuous Places	April 19, 2019





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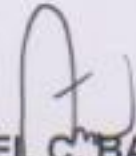




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**CITY SCHOOLS DIVISION OF ANTIPOLO**



4. All teacher-applicants and old applicants shall take the English Proficiency Test on the dates and venue specified above.
5. 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. **Applicants who are not included in the initial RQA will not be allowed to take the test.**
6. The official in-charge of personnel shall provide secretariat services and assists the EPSs in the conduct of the test.
7. The review and finalization of the Registry of Qualified Applicants (RQA) for SY 2019-2020 shall be done by the Human Resource Merit Promotion and Selection Board (HRMPSB).
8. For strict compliance and guidance.

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