



February 7, 2019

**DIVISION MEMORANDUM**  
NO. 12, S.2019

**HIRING GUIDELINES FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS  
EFFECTIVE SCHOOL YEAR (SY) 2019-2020**

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

1. This is to announce the application for Senior High School (SHS) applicants as stipulated in DepEd Order 3, S 2016, 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](mailto: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 application shall submit to the School Head of Senior 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:

	<b>Applicants for Permanent Positions</b>	<b>Applicants for Part-Time Positions</b>
<b>Mandatory Requirements</b>	<ol style="list-style-type: none"> <li>1. Letter of intent which shall indicate the following information:               <ol style="list-style-type: none"> <li>a. Statement of purpose/expression of interest</li> <li>b. Subject group he/she intends to teach</li> <li>c. Preferred school(s), if any</li> </ol> </li> <li>2. CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with latest 2x2 id picture</li> <li>3. Transcript of Records for Baccalaureate Course</li> <li>4. Certificate of General Weighted Average (GWA) signed by the School Registrar</li> <li>5. Certified photocopy of certificates of relevant specialized trainings, if any</li> </ol>	



	6. Copies of Service Record of Certificate of Employment for those with teaching experience 7. (Outstanding Employee Award, Innovations, Research and Development Projects, Publication/Authorship, Consultant/Resource Speakership) 8. Certified copy of Voter's ID and/or any proof of residency 9. NBI Clearance 10. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant	
<b>Additional Requirements</b>	1. Certified photocopy of Diploma on Bachelor's degree 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	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 <b>TVL</b> teacher applicants	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 <b>Arts and Design and Sports Tracks</b>	1. Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild	
Addition Requirements for <b>HEI/TVI faculty</b>	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:



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



ACTIVITIES	DATES
Filing of applications and submission of documents to the School Screening Committee	February 7- February 28, 2019
Evaluation, Demo Teaching and Interview of Teacher Applicants a. TVL- Dalig NHS b. STEM-ANHS c. HUMMS-San Jose NHS d. ABM-San Roque NHS e. Sports-San Isidro NHS	April 8-12, 2019
Administration of English Proficiency Test	TBA

- All applicants are required to report to their assigned schools on **April 8, 2019 at 9:00 AM** for their schedule. The order of demonstration teaching and interview shall be on first come, first serve basis.
- 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 short, slacks, and leather shoes for males. Also, bring Identification Card, Certificate of PRC Rating and/or PRC license for identification/verification purposes.
- The Official-in-Charge for personnel actions shall provide secretariat services and assists the EPSs in the conduct of the test.
- The review and finalization of the Registry of Qualified (RQA) for SY 2019-2020 shall be done by the Human Resource Merit Promotion and Selection Board (HRMPSB).
- Please regularly visit DepEd Antipolo City website [www.depedantipolo.com](http://www.depedantipolo.com) for further announcement.
- For strict compliance and guidance.

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