



Republic of the Philippines
Department of Education
Region V
DIVISION OF SORSOGON
Sorsogon



34014
1/16
January 11, 2019

DIVISION MEMORANDUM

No. 14, s. 2019

**SELECTION AND RECRUITMENT OF TEACHER - APPLICANTS IN THE ELEMENTARY,
JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL LEVELS
FOR SCHOOL YEAR 2019-2020**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/OICs
Heads, Public and Private Elementary and Secondary Schools

1. Pursuant to DepEd Order No. 7, s. 2015 and DepEd Order No. 3, s. 2016 and in order to select and hire highly-competent teachers, this Office will be conducting the selection and recruitment of teacher-applicants in the elementary, junior high school and senior high school levels for SY 2019 – 2020; following this schedule of activities, to wit:

Date	Activities	Venue	Person/Committee In-Charge
February 6, 2019 @ 8AM	Reorientation of Division Selection Committee and Sub-Committees for Elementary and Junior High School Levels	Division Office Conference Hall	Division Selection Committee
February 6, 2019 @ 1PM	Reorientation of Division Selection Committee and Sub-Committees for Senior High School Level	Division Office Conference Hall	Division Selection Committee
February 6-13, 2019	Filing of letter of application together with support documents to the elementary and secondary school nearest to his/her residence	Elementary or Secondary Schools	Teacher-Applicants
February 14, 2019	Verification (with CSC or PRC, if needed) as to the completeness, accuracy, authenticity and veracity of documents	Elementary or Secondary Schools	School Screening Committee
February 15, 2019	Submission of the documents of applicants to the Division Selection Sub-Committee (with transmittal)	District Office (Elem.) Division Office (Sec.)	School Screening Committee
February 15, 2019	Orientation of all applicants	Gubat NHS Multi-Purpose Hall	Division Selection Committee
February 18-20, 2019	Demonstration Teaching	District (Elem) Cumadcad NHS (Sec)	Division Selection Sub-Committee
February 21 – 22, 2019	Conduct of Interview	District (Elem.) Cumadcad NHS (Sec)	Division Selection Sub-Committee
February 25-March 1, 2019	Pre-qualification and initial evaluation of documents of applicants on Education, LET/PBET Rating, Teaching Experience and Specialized Trainings.	District Office (Elem) Division Office (Sec.)	Division Selection Sub-Committee
(NETRC Schedule)	Administration of English Proficiency Test (EPT)	To be announced later	Division Selection Committee
March 4 - 8, 2019	Preparation of the Initial district ranklist of applicants for Elementary and initial ranklist by area of specialization for Secondary	District Office/Division Office	Division Selection Sub-Committee
March 11-15, 2019	Review and deliberation on the final rating obtained by the applicants in all criteria	D.O. Conference Hall	Division Selection Committee
March 18-20, 2019	Preparation, printing and submission of RQA to SDS for approval	D.O. Conference Hall	Division Selection Committee
March 22, 2019	Posting of the RQA	Website, conspicuous places	Division Selection Committee

**Note: The schedule for the review and deliberation on the final rating obtained by the applicants in all criteria may change depending on the release of EPT results.*

2. Teacher-applicants in the elementary and junior high school levels who were included in the previous RQA (per DepEd Order No. 22, s. 2015) but were not yet appointed are advised to resubmit their application letter with support documents to the elementary or secondary school nearest their residence.

3. Only new applicants for Senior High School level, including those coming from the Junior High School who wish to apply for SHS shall be allowed to join the assessment per DO 3, s. 2016. Teachers occupying already Senior High School items are excluded to participate in this process.

4. The initial ranklist prepared by the Division Selection Sub-Committees is not the final and official result. Therefore, it should not be posted and/or disseminated to the applicants.
5. The members of the Division Selection Sub-Committees who will evaluate the documents of applicants are entitled to Compensatory Overtime Credit (COC) as per CSC-DBM Joint Circular No. 2, s. 2004 dated October 4, 2004 in case the activities will fall on holidays.
6. Travel and other expenses relevant to the conduct of these activities shall be charged against Division/School MOOE funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are earnestly desired.


LOIDA M. NIDEA, Ed.D., CESO V
Schools Division Superintendent

Reference:

DepEd Order No. 7, s. 2015

To be indicated in the Perpetual Index under the following subjects:

APPOINTMENT POLICY SELECTION TEACHERS