



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

September 7, 2022

DIVISION MEMORANDUM

No. 165, s.2022

**DIVISION SELECTION AND RECRUITMENT FOR TEACHER 1
 APPLICANTS IN THE ELEMENTARY AND JUNIOR HIGH SCHOOL
 LEVELS FOR SCHOOL-YEAR 2022-2023**

To: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Education Program Supervisors/ Division Coordinators
 Public Schools District Supervisors/ OIC-PSDS's
 Elementary and Secondary School Heads

1. Pursuant to DepEd Order no. 7, s. 2015, re: Hiring Guidelines for Teacher 1 Positions, this Office announces the schedule of activities for the selection and recruitment of Elementary and Junior High School teachers for School Year 2022-2023, to wit:

Date	Activities	Venue	Person/Committee In-Charge
September 8-16, 2022	Submission of documents of applicants to the Elementary and Secondary School nearest in his/her residence	Elementary or Secondary School	Teacher Applicants and School Screening Committee
September 19, 2022	Orientation of Division Selection Committee and Sub-Committees	1:00 PM at the SDO Bulwagan ng Karunungan	SDS, Division Selection and Sub-Committee members
September 20, 2022	Submission of the documents of applicants to the District Office for Elementary	District Office	School Heads PSDSs/OIC-PSDSs



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September 21, 2022	Submission of documents of applicants to the SDO/Office of the ASDS	Division Office	PSDSs/OIC-PSDSs Secondary School Heads
September 22-23, 2022	Sorting of the submitted documents per subject for Junior High School	Division Office	Members of the Secretariat
September 26-30, 2022	Evaluation of documents of applicants	SDS/QMS Conference Room/ Office BAC	Division Selection Committee/ Sub-Committee members
October 6-7, 2022	Preparation of Learning Competencies per subject and necessary documents for the demonstration teaching	Division Office	Division Sub-Committee members
October 10-28, 2022	Conduct of Demonstration Teaching and Interview to applicants	Please see the Attached schedule for the different venues	Division Sub-Committee Members
November 4, 2022	Review/ deliberation/ finalization of the ratings obtained by the applicants in all the criteria	SDO Bulwagan ng Karunungan	Division Selection Committee Members and Secretariat
November 7, 2022	Preparation and submission of the RQA to the SDS for approval	SDS Office	Division Selection Committee Members
November 8, 2022	Posting of the RQA	SDO/ Website	Division Selection Committee Members

2. This aims to select and hire highly-competent teachers in the Elementary and Junior High School levels and to attract more people with proper qualification to the teaching profession for School Year 2022-2023.

3. All interested applicants shall submit to the head of the public elementary or secondary school nearest to his/her residence the following documentary requirements:



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- a. Application letter addressed to the Schools Division Superintendent/ Head Office;
 - b. CSC Form 212 (Revised 2017) with the latest 2x2 ID picture;
 - c. Certified photocopy of PRC professional identification card or a PRC certification; showing the teacher's name, LET rating, and other information recorded in the PRC Office;
 - d. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET);
 - e. Certified copy of transcript of records;
 - f. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability;
 - g. Certificates of specialized training, if any;
 - h. Certified copy of the Voter's ID and/ or any proof of residency as deemed acceptable by School Screening Committee;
 - i. NBI Clearance;
 - j. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant;
 - k. Checklist of Requirements; and
 - l. Other documents as may be required
4. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity (Item j. above). Any violation will automatically disqualify the applicant from the selection process.
5. As the teacher-applicant submits his/her documents, the School Screening Committee shall verify the authenticity, veracity and completeness of the documents and accomplish the Verification column of the Checklist of Requirements to be signed by the School Head as the Chairman of the School Screening Committee (Enclosure No. 1).
6. Teacher-applicants listed in the Registry of Qualified Applicants for SY 2021-2022 but were not yet appointed shall be added to the current RQA. If they intend to submit additional documents then, they should submit the following documents to their nearest school:
- a. Letter of intent addressed to the Schools Division Superintendent/ Head of Office;
 - b. Photocopy of the additional documents and;



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- c. Omnibus Certification of Authenticity and Veracity of all documents submitted signed by the applicants.
7. Teacher Applicants who did not meet the cut-off scores in the previous selection process are advised to submit additional documents to update their points on specific criterion/criteria to the nearest Elementary or Secondary School, following item 6 from a to c.
8. Elementary School Heads are requested to submit the documents to the Office of the PSDSs/ OIC-PSDSs with the transmittal containing the name of applicants per school indicating whether they are new or old applicants.
9. Enclosed are the Checklist of Requirements with the Omnibus Certification and Waiver to be accomplished by the applicants, the Composition of the Division Selection Committee and Sub-Committees; and the Schedule of Demonstration Teaching, Interview, and Validation of Specialized Training/ Skills.
10. Travel, food and other incidental expenses relevant to the conduct of these activities shall be charged against the Division MOOE/ School MOOE funds subject to the usual accounting and auditing rules and regulations.
11. Immediate dissemination of and compliance with this Memorandum are earnestly desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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Enclosure No. 01 to Division Memorandum No. 105, s. 2022

CHECKLIST OF REQUIREMENTS FOR THE NEW APPLICANTS

Name of Applicant: _____
 Address: _____
 Course: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability : Yes () No ()
 Solo Parent: Yes () No ()
 OFW: Yes () No ()

Basic Documentary Requirements	Status of Submission (To be filled-out by the Applicant; Check if submitted)	Verification (To be filled out by the Receiving School Head)	
		Status of Submission (Check of complied)	Remarks
1. Application letter addressed to the Head of Office/ Schools Division Superintendent			
2. CSC Form 212 (Revised 2017) with the latest 2x2 ID picture			
3. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office			
4. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)			



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5. Certified copy of transcript of records			
6. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.			
7. Certificates of specialized training if any			
8. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee			
9. NBI Clearance			
10. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant			
11. Checklist of Requirements			
12. Other documents as may be required			
Verified by:	<hr/> Signature over printed name of Receiving School Head		

OMNIBUS CERTIFICATION AND WAIVER

This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Department of Education, Schools Division of Sorsogon Province to use my personal information for purpose of recruitment, selection and hiring.

 Signature over printed name of the Applicant



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Enclosure No. 02 to Division Memorandum No. 165, s. 2022

CHECKLIST OF REQUIREMENTS FOR THE OLD APPLICANTS

- a. INCLUDED IN THE PREVIOUS RQA (SY-2021-2022)
- b. NOT INCLUDED IN THE PREVIOUS RQA

Name of Applicant: _____
 Address: _____
 Course: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability : Yes () No ()
 Solo Parent: Yes () No ()
 OFW: Yes () No ()

Basic Documentary Requirements	Status of Submission (To be filled-out by the Applicant; Check if submitted)	Verification (To be filled out by the Receiving School Head)	
		Status of Submission (Check of complied)	Remarks
1. Application letter addressed to the Head of Office/ Schools Division Superintendent;			
2. Photocopy of the additional documents on specific criterion/ criteria			
3. Omnibus Certification of authenticity			
4. Other documents as maybe required			
Verified by:	_____ Signature over printed name of Receiving School Head		



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Signature over printed name of the Applicant



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Enclosure No. 03 to Division Memorandum No. 165, s. 2022

Division Selection Committees

	ELEMENTARY LEVEL	JUNIOR HIGH SCHOOL LEVEL
Chairman	Bernie C. Despabiladero, ASDS	Bernie C. Despabiladero, ASDS
Members	Gina Q. Tarog, CID Chief	Gina Q. Tarog, CID Chief
	Leonisa Enolva, OIC-PSDS/ PESPA President	Josephine Ebuenga, P-2, SAPSSHI Vice-President
	Edmon S. Morata, Teacher's Association Representative	Oliver B. Lucenario, MT-1, Teacher's Association Representative
	Joefrey O. Azur, Division PTA President	Joefrey O. Azur, Division PTA President

DIVISION SELECTION SUB-COMMITTEES FOR EVALUATION OF DOCUMENTS, DEMONSTRATION TEACHING/ INTERVIEW AND SECRETARIAT

	Division Selection Sub-Committee Members	
A. Evaluation of Documents	<i>1st Congressional District</i>	<i>2nd Congressional District</i>
	Sharon Vito	Lilia Zita Pura
	Estrella Baldorado	Owen N. Castillo
	Manuel V. Estera	Johny J. So
	Nicanor P. Bailon	Salvador Belen
B. Demonstration Teaching/ Interview	Alvin T. Rosare	Venus G. Matuba
	Ryan Homan	Michelle Rubio
	Nicolas E. Freo	Libertine Joy G. Baldillo
	Marianne Z. Arines	Rex Barbin
	Rodel E. Pancho	Eduardo A. Pollarca
C. Specialized Training/ Skill Validation	John C. Hidea Isaias A. Bermas	
D. Division Secretariat	Junel Guantero John C. Hidea Alyssa Nicola Bejerano Vanessa Lorica	



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Enclosure No. 04 to Division Memorandum No. 165, s. 2022

**SCHEDULE OF DEMONSTRATION TEACHING, INTERVIEW AND
VALIDATION OF SPECIALIZED TRAINING/ SKILLS**

DATE	MUNICIPALITY	VENUE
October 10-11, 2022	Bulan	Bulan NHS
October 12, 2022	Irosin	Gallanosa NHS
October 13, 2022	Gubat	Gubat NHS
October 14, 2022	Pilar	Pilar II CS
October 17-18, 2022	Donsol	Donsol East CS
October 19, 2022	Casiguran	Casiguran CS
October 20, 2022	Bulusan	San Roque ES
October 21, 2022	Barcelona	Barcelona NCHS
October 24, 2022	Castilla	Cumadcad CS
October 25, 2022	Magallanes	Eduardo Lee Chan Memorial ES
October 26, 2022	Juban	Juban NHS
October 27, 2022	Pto. Diaz	Pto. Diaz CES
October 28, 2022	Matnog & Sta. Magdalena	Matnog NHS

Note:

The School Head of the identified venues shall be responsible for the room assignment of these activities.



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