



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

DIVISION MEMORANDUM

March 21, 2022

No. 42, S. 2022

**DIVISION SELECTION AND RECRUITMENT OF SENIOR HIGH SCHOOL
TEACHERS FOR SCHOOL YEAR 2021 – 2022**

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
All Others Concerned

1. Per DepEd Order No. 3, s. 2016 re: Hiring Guidelines for Senior High School (SHS) Teaching Positions, this Office announces the selection and recruitment of Senior High School Teachers for School Year 2021-2022; to wit:

Date	Activities	Venue	Person/Committee in Charge
March 22- April 1, 2022	Submission of documents of applicants to the school head of secondary schools offering Senior High School program.	Secondary School offering SHS program	Teacher applicants and School Head/ School Screening Committee
April 4 – 5, 2022	Submission of documents to the SDO/Records Section, Attention: Office of the ASDS. With the summary list of applicants per SHS Subject Group.	Division Office	Secondary School Heads, SDO Personnel
April 8, 2022	Orientation of Division Selection Committee and Sub-Committee Members	SDO Bulwagan ng Karunungan	SDS, Division Selection Committee and Sub- Committees
April 11-13 and 18-22, 2022	Evaluation of documents of applicants per subject group	SDO	Division Selection Committee/ Sub-Committee Members
April 25- 29, 2022 and	Conduct of Demonstration Teaching, Interview and Demonstration of	Please see attachment for	Division Sub-Committee Members



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May 2- 18, 2022	Specialized Training to applicants per Municipality	the different venues	
May 19-20, 2022	Review/ deliberation/ finalization of the list of qualified applicants per subject group	SDO	Division Selection Committee Member and Secretariat
May 23-24, 2022	Preparation and Submission of RQA to the SDS for approval	SDO	SDS, Division Selection Committee Members
May 25-27, 2022	Posting of the RQA	SDO	Division Selection Committee Members

2. This aims to select and hire highly competent senior high school teachers and to attract more applicants with proper qualification and specialization to teach in senior high schools for school year 2021- 2022.

3. The applicants shall register online at application.deped.gov.ph to get his/her unique Applicants Number (UAN) and submit a written application letter indicating the UAN and the subject group he/she intends to apply. Said written application should be supported by the documentary requirements stated in the in closure. Only one (1) set of required documents in folder shall be submitted to the SDO/ Records Section. Applicants who are unable to submit the UAN shall still go through the evaluation process.

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 signed by the applicant. Any violation will automatically disqualify the applicant from the selection process.

5. As the applicant submit his/her documents, the school screening committee shall verify the authenticity 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 and shall be attached in the folder.

6. Teacher applicants listed in the Registry of Qualified Applicants for SY. 2020-2021 but were not yet appointed shall be added to the current RQA.

7. Applicants who did not meet the cut-off score are advised to submit the complete set of documents and go through the process.



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8. Senior High School Heads are requested to submit the documents to the Office of the ASDS through the SDO Records Section. A transmittal containing the name of applicants per subject group is required.
9. Enclosed are the checklist of Requirements with the Omnibus Certification and Waiver, to be accomplished by the applicant, the composition of the Division Selection Committee and Division Sub-Committee, and the Schedule of Demonstration Teaching, Interview and Validation of Specialized Training/ Skills.
10. Travel and other expenses relevant to the conduct of these activities shall be charged against the Division/School MOOE funds subject to the usual accounting and auditing rules and regulation.
11. Immediate and wide dissemination of and compliance with this Division Memorandum are earnestly desired.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

Reference:

D.O. No. 3, s. 2016



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Enclosure No. 1 to DIVISION MEMORANDUM No. 42, S. 2022

CHECKLIST OF REQUIRED DOCUMENTS

Name of Applicant: _____
 Address: _____
 Contact Number: _____
 Course: _____ Major: _____
 Religion: _____ Ethnicity: _____
 Person with Disability: YES [] NO [] Subject Group: _____
 Solo Parent: YES [] NO []

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 if complied)	Remarks
Mandatory Requirements:			
<ul style="list-style-type: none"> Letter of Intent which shall indicate the following information: <ol style="list-style-type: none"> Statement of Purpose/Expression of Intent Subject Group he/she intends to teach, and Preferred School in any 			
<ul style="list-style-type: none"> CSC Form 212, Revised 2005 in two (2) copies with the latest 2x2 I.D. picture 			
<ul style="list-style-type: none"> Certified photocopy of certificates of relevant specialized trainings, if any 			
<ul style="list-style-type: none"> Certified copy of Voter's I.D. and/ or any proof of residency 			
Additional Requirements:			
<ul style="list-style-type: none"> Certified photocopy of Diploma on bachelor's degree 			
<ul style="list-style-type: none"> Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject 			
<ul style="list-style-type: none"> Certified photocopy of Professional Regulation Commission (PRC) professional I.D. card/Certificate of Registration / License 			
<ul style="list-style-type: none"> Certified photocopy of ratings obtained in the Licensure Examinations for Teachers (LET)/ Professional Board Examination for Teachers (PBET) 			



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• Proof of teaching/ Industry Workplace Experience/ Certificate of Employment			
• Portfolio and/ or outstanding achievements/ accomplishments			
Additional Requirements for TVL teacher-applicants:			
• Technical Education and Skills Development (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught			
• Certified photocopy of Trainers Methodology Certificate (TMC), if available			
Additional Requirements for Arts and Design, and Sports Tracks Teacher-applicants:			
• Certified photocopy of Certification of Proficiency/ Recognition from recognized and respectable relevant associations/ organizations/ guild			
Additional Requirement for HEI/TVI faculty:			
• Certified photocopy of Certification of Status of Employment/ Service Record from HEI/ TVI			
Verified by:	_____ 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 Applicant



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Enclosure No. 2 to DIVISION MEMORANDUM No. 42, S. 2022

DIVISION SELECTION COMMITTEE

Chairperson: Bernie C. Despabiladero, ASDS
 Members: Rolan Nedia- SSP-I, Division SHS Coordinator
 Josephine C. Ebuenga, SSP-II, SAPSSHI President
 Oliver B. Lucenario, MT-I, Division Teachers' Association President
 Efren G. Gayanes, MT II, TESDA Assessor

**DIVISION SELECTION SUB-COMMITTEES FOR EVALUATION OF
 DOCUMENTS, DEMONSTRATION TEACHING, INTERVIEW,
 DEMONSTRATION OF SPECIALIZED TRAINING AND SECRETARIAT**

Subject Groups	Members	
I. HUMSS	Neneth Alama Michelle Rubio	Owen Castillo Noemi Lumbao
II. ABM	Jocelyn Grace Dob Johny So	Rolan Nedia
III. STEM	Michelle Guadamor Imelda Diño	Jean Castillo
IV. TVL	Rodel Pancho Salvador Belen	Ramon Estur
V. Sports	Remus Zuniga Lilia Zita Pura	Nicanor Bailon
VI. Arts & Design	Azalea Narvadez	John Mark Musni
Demonstration of Specialized Training:		
John Rey Perez Gilbert Apostol Eduardo A. Pollarca <i>To be assisted by the ASP and Department Heads of the host School</i>		
Secretariat:		
John Hidea Junel Guantero Alyssa Nicola Bejerano Christopher A. Ilaga		



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Enclosure No. 3 to DIVISION MEMORANDUM No. 42, S. 2022

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

DATE	MUNICIPALITY	VENUE
April 25- 26, 2022	Bulan	Bulan NHS
April 27, 2022	Irosin	Monbon ES
April 28-29, 2022	Gubat	Gubat NHS
May 2-3, 2022	Donsol	Donsol NCHS
May 4, 2022	Pilar	Pilar NCHS
May 5, 2022	Casiguran	Casiguran NTVS
May 6, 2022	Bulusan	Bulusan NHS
May 10, 2022	Barcelona	Barcelona NCHS
May 11, 2022	Castilla	Cumadcad NHS
May 12, 2022	Magallanes	Magallanes TVS
May 13, 2022	Juban	Juban NHS
May 16, 2022	Pto. Diaz	Pto. Diaz NHS
May 17, 2022	Matnog	Matnog NHS
May 18, 2022	Sta. Magdalena	Sta. Magdalena NHS

Note: Please prepare separate room for the demonstration teaching, interview, and validation of specialized training /skills per subject group.



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