Republic of the Philippines
Department of Education
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran

January 4, 2018

DIVISION MEMORANDUM
No. 004, s. 2019

RANKING OF K TO 10 AND SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR SY 2019-2020

To : Education Program Supervisors
All Elementary and Secondary School Heads
Teacher Applicants
All Concerned

1. Pursuant to DepEd Order No. 7, s. 2015 entitled, "Hiring Guidelines for Teacher I Positions" and DepEd Order No. 3, s. 2016 entitled, "Hiring Guidelines for Senior High Schools (SHS) Teaching Positions", kindly refer to the herein attached Enclosure A for the schedule of activities including the submission and requirements for the application of Teachers in both K to 10 and Senior High School levels.

2. Applicants must submit the pertinent documents using the prescribed color-coded folders to wit:
   a. K to Grade 6 - white
   b. Grade 7 to Grade 10 - yellow
   c. Grade 11 to 12 - green

3. For additional information on hiring guidelines for K to 10 Teacher applicants, kindly refer to DepEd Order No. 7, s. 2015. While the additional information on the hiring guidelines for Senior High School Teacher applicants, kindly refer to DepEd Order No. 3, s. 2016.

4. For information and guidance.

MARCELO K. PALISPIS, Ed.D.
OIC- Schools Division Superintendent

Enclosure A

Date	Activities
January 17, 2019 to February 15, 2019	Submission of pertinent papers to the Schools, with written application supported by the following documents: ***(Requirements for K to 10 Teacher Applicants, per DO No. 7, s. 2015)*** a) CSC Form 212 (Revised 2005) in two copies with the latest 2x2 size ID picture b) Certified photocopy of PRC professional Identification Card c) Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET) d) Certified copy of transcript of records e) Copies of service records, performance rating, and school clearance for those with teaching experience f) Certificates of specialized training, if any g) Certified copy of the Voter's ID and/ or any proof of residence as deemed acceptable by the school screening committee h) NBI Clearance i) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant and the school principal receiving the said documents ***(Requirements for Senior High School Teacher Applicants, per DO No. 3, s. 2016)*** a) Letter of intent which shall indicate the following information: • Statement of purpose/ expression of interest • Subject group he/ she intends to teach • Preferred school (s), if any b) CSC Form 212 (Revised 2005) in two copies with the latest 2x2 size ID picture c) Certified photocopy of certificates of relevant specialized trainings, if any d) Certified copy of Voter's ID and/ or any proof of residency e) NBI Clearance f) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant g) Certified photocopy of Diploma on Bachelor's degree h) Certified photocopy of TOR with at least 15 units of specialization in relevant strand/ specialized subject i) Certified photocopy of PRC ID card/ certificate of registration/ license j) Certified photocopy of ratings obtained in the LET/ PBET k) ***(for TVL applicants)*** TESDA National Certificate (NC) of at least one level higher than 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 higher. Exceptions are given to applicants for courses with no NC (e.g. Handicraft courses) l) ***(for TVL applicants)*** Certified photocopy of Trainers Methodology Ceritificate (TMC), if available m) ***(for Arts & Design and Sports Tracks applicants)*** Certified photocopy of Certification of Proficiency/ Recognition from recognized and respectable relevant associations/ organizations/ guild n) ***(for HEI/ TVI faculty)*** Certified photocopy of Certification of Status of Employment/ Service Record from HEI/ TVI
February 18 – 20, 2019	Verification and validation of documents submitted by the School Screening Committee
February 21 – 28, 2019	School Heads to submit to the Division Selection Committee Chairperson the verified and validated applicants' documents with corresponding summary attached and with certification as to its authenticity and veracity
March 1 – 8, 2019	Evaluation and validation of documents by the Division Selection Committee
March 11, 2019	Orientation of all Applicants on the ranking screening process
To be announced later	English Proficiency Test (no definite schedule yet)
March 13 – 29, 2018	Demonstration, Interview and Validation of Skills by the Division Selection Committee