



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran

1/7/21

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 004 , s. 2020

January 6, 2020

**RANKING OF K TO 10 AND SENIOR HIGH SCHOOL
TEACHER APPLICANTS FOR SY 2020-2021**

To: **Personnel Selection Board**
Education Program Supervisors
Elementary and Secondary School Heads
Teacher Applicants
All Others 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 School (SHS) Teaching Positions", kindly refer to the herein 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 to the school/s of their choice, using the prescribed color-coded folders to wit:
 - a. K to Grade 6 - white
 - b. Grades 7 to 10 - yellow
 - c. Grades 11 to 12 - green
3. For additional information on the hiring guidelines, kindly refer to the above-mentioned DepEd Orders.
4. This ranking welcomes and gives equal employment opportunity to all. No applicant shall be discriminated and/or denied access to opportunities for suitable employment.
5. For information and guidance.

JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent



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Enclosure A to Division Memorandum No. _____, 2020 dated January 6, 2020

Date	Activities
January 13, 2020 – February 14, 2020	<p>Submission of pertinent papers to the <u>Schools</u>, with application letter supported by the following documents:</p> <p><i>(Requirements for K to 1o Teacher Applicants, per DO No. 7, s.2015)</i></p> <ol style="list-style-type: none"> a) CSC Form 212 (Revised 2017) with the latest 2x2 size ID picture b) Certified photocopy of PRC Identification card c) Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET) d) Certified photocopy of transcript of records e) Certified photocopies of service records, performance rating, and school clearance for those with teaching experience f) Certified photocopy of specialized training, if any g) Certified photocopy of the Voter's ID and/or any proof of residence as deemed acceptable by the School Screening Committee h) Certified photocopy of NBI Clearance i) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant and the School Principal receiving the documents <p><i>(Requirements for Senior High School Teacher Applicants, per DO No. 3, s. 2016)</i></p> <ol style="list-style-type: none"> a) CSC Form 212 (Revised 2017) with latest 2x2 size ID picture b) Certified photocopy of certificates of relevant specialized trainings, if any c) Certified photocopy of Diploma on Baccalaureate degree d) Certified photocopy of TOR with at least 15 units of specialization in relevant strand/ specialized subject e) Certified photocopy of PRC ID card/ certificate of registration/ license f) Certified photocopy of ratings obtained in the LET/ PBET g) Certified photocopy of Voter's ID and/or any proof of residency h) Certified photocopy of NBI Clearance i) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant and the School Principal receiving the documents j) <u>(for TVL applicants)</u> 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) k) <u>(for TVL applicants)</u> Certified photocopy of Trainers Methodology Certificate (TMC), if available l) <u>(for Arts & Design and Sports Tracks applicants)</u> Certified photocopy of Certification of Proficiency/ Recognition from recognized and respectable relevant associations/ organizations/ guild m) <u>(for HEI/ TVL faculty)</u> Certified photocopy of Certification of Status of Employment/ Service Record from HEI/ TVL
February 17 – 21, 2020	<p>Verification and validation of documents by the Schools Screening Committee</p>
February 24 – 28, 2020	<p>School Heads to submit to the Division Office thru the Division Selection Committee Chairperson the verified and validated applicants' documents <u>(1 FOLDER PER APPLICANT ONLY)</u> with corresponding summary attached and with certification (Omnibus) as to its authenticity and veracity</p>
March 2 – 6, 2020	<p>Evaluation and validation of documents by the Division Selection Committee</p>
March 10, 2020	<p>Orientation of all applicants on the ranking screening process <u>(venue and time: DCPNHS Gymnasium, 01:30 PM)</u></p>
March 16 – 31, 2020	<p>Demonstration, interview, and validation of skills of Applicants by the Division Selection Committee <u>(venue: Tagbilaran City Central Elementary School)</u></p>