



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of CEBU PROVINCE

DIVISION MEMORANDUM
No. 012, s. 2020

**ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION OF APPLICANTS FOR
KINDERGARTEN, ELEMENTARY, SPECIAL EDUCATION, AND JUNIOR HIGH SCHOOL POSITIONS
FOR S.Y. 2020-2021**

To: Assistant Schools Division Superintendents
Division Chief Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Teachers
All Others Concerned

1. The field is hereby informed of the schedule of recruitment and selection of Teacher-I applicants for Kindergarten, Elementary, Junior High School, and Special Education (SPED) for S.Y. 2020-2021 of this Division, to wit:

| Date | Venue | Time | No. of Working Days | ACTIVITIES |
|----------------------------|--------------------|----------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 3-February 3, 2020 | Respective Schools | 8:00 a.m.-5:00 p.m. | 1 month | <p>Submission of the applicants' pertinent documents in a folder with tabs to SSC for verification against the original documents and certification as to completeness, veracity, accuracy and authenticity of documents. The SSC shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted. Another copy will be retained to be attached in each folder of the applicant.</p> <ul style="list-style-type: none">• The school screening committee shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents• Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee. |
| January 13, 2020 | Respective Schools | 8:00 a.m.-12:00 p.m. | ½ day | <p>Organization of the School Screening Committee.</p> <p>The SSC of each elementary school shall be chaired by the School head with four (4) teachers as members. The SSC of each secondary school shall be headed by the school head with the Department</p> |

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| | | | | Head concerned and three (3) teachers from the different learning areas as members. |
| Jan. 15, 2020 | Division Office c/o ASDS Perico's Office | 8:00 a.m.- 5:00 p.m. | 1 | Submission of names of personnel comprising the School Screening Committee by district and Division Sub-selection Committee of the district using the attached form in a long bond paper. |
| Jan. 20 , 2020 | Division Office | 8:00 a.m.- 5:00 p.m | 1 | Designation of members of the School Selection Committees and Division Sub- Selection Committees of the districts for elementary and secondary |
| January 23. 2020 | Ecotech Center | 8:00 am- 5:00 pm | 1 | Orientation of members of the Division Selection and Division Sub- Selection Committees for elementary and secondary levels |
| January 31, 2019 | Respective Districts | 1:00-5:00 p.m. | ½ day | Meeting of all members of Division Sub-Selection Committee and Assessors of Specialized Skills by the respective PSDS |
| Feb. 5, 2020 | Respective District Offices | 8:00 a.m.- 5:00 p.m | 1 | Submission of pertinent documents of applicants by the respective School Selection Committees to the Division Sub- Selection Committees for review. Only one folder per applicant per teaching position with verified documents shall be submitted to the assigned committee. |
| Feb. 6-12, 2020 | District Office | 8:00 a.m.- 5:00 p.m. | 5 | Documents review by the respective Division Sub-selection committees of the district |
| Feb. 14 , 2020 | Respective District Offices | 8:00 a.m.- 12:00 p.m. | Half day | 1. Orientation of teacher-applicants of the hiring guidelines by the respective Division Sub-Selection Committees of the districts. PPT will be provided by the Division PSB for uniformity. 2. Confirmation of Preliminary Points |
| Schedule is to be announced later c/o Mrs. Socorro Relacion | | | | 1.English Proficiency Test Examinees are advised to bring ballpen, pencil, and valid identification card. |
| February 17- 18, 2020 | Respective District Offices | 8:00 am- 5:00 pm | 2 | Interview of Teacher-applicants Examinees are advised to bring valid identification card. Schedules of interview will be posted at the Respective Districts |
| Feb 19- 25, 2020 | Respective District Offices | 8:00 am - 5:00 pm | 5 | Demonstration Teaching of Teacher-applicants by the Division Sub-Selection Committees Schedules of demonstration teaching will be posted at the Respective Districts |
| Feb 17-21, 2020 | Respective District Offices | 8:00 am- 5:00 pm | 5 | Demonstration of Specialized Skill. Schedules of demonstration of specialized skills will be posted at the Respective Districts |
| Feb 26-28, 2020 | Respective District Offices | 8:00 am - 5:00 pm | 3 | Consolidation of applicants' rating during the interview, EPT, demonstration teaching, validation of specialized training and other criteria for ranking by the Division Sub-Selection Committee of the districts |
| March 2, 2020 | Division Office | 8:00 a.m.- 5:00 p.m. | 1 | Submission of soft and hard copy of the District Rank Lists |

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|------------------|-----------------|---------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 3-6, 2020 | Division Office | 8:00 a.m.- 5:00 p.m | 4 | Consolidation of District Rank Lists to produce Division Registry of Qualified Applicants by the Division Selection Committee |
| March 9-23, 2020 | Division Office | 8:00 am- 5:00 pm | 15 | Posting of the initial Division Registry of Qualified Applicants at the Division Office and its website. Request for corrections shall only be entertained during posting period. |
| March 27, 2020 | Division Office | 8:00 am- 5:00 pm | 1 | Submission of RQA to the Office of the SDS for approval. |

2. Qualified applicants are advised to submit the following documents in a folder to the School Heads of schools nearest to their residences:

- a. Application Letter addressed to the Schools Division Superintendent
- b. CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID pictures
- 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 Photo copy of ratings obtained in the Licensure Examination for Teachers (LET) / Professional Board Examination for Teachers (PBET)
- e. Certified copy of transcript of records (TOR)
- 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 voter's ID and / or any proof of residency as deemed acceptable by the School Screening Committee
- i. NBI Clearance
- j. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant

3. Additional requirements for kindergarten applicants.

a. He/ She must have obtained any of the following, or its equivalent.

Degrees:

- Bachelor in Early Childhood of Education
- Bachelor of Science in Preschool Education
- Bachelor of Science in Family Life and Child Development .
- Bachelor in Elementary Education, with specialization in Kindergarten, Preschool or Early Childhood Education (ECE)
- Bachelor in Elementary Education, Major in Teaching Early Grades
- Bachelor of Arts /Science Degree in discipline allied to Education , such as Psychology, nursing, music and Arts, et cetera, with at least 18 units in content courses or subjects in ECE

Equivalent:

- Bachelor in Elementary Education, major in Special Education (SPERD) with 18 units in ECE
- Bachelor of Secondary Education with additional Diploma in ECE including Practice Teaching in Kindergarten Education
- Other degree courses and/with at least 18 units in Early Childhood Education

b. Kindergarten teacher applicants must not be more than forty five (45) years old.



4. Additional requirements for SPED elementary applicants

a. He/she must possess any of the following qualifications:

| Educational Qualification | Requirement |
|----------------------------------|------------------------------------------------------------------------------------------|
| BSEEd- BS Special Education | With Specialization in SPED-Undergrad |
| BSEEd/BSSPEd | With 18 Units MA-SPED and 3 years actual teaching in SPED VS Performance Rating |
| BSEEd/BSSPEd | With 15 units MA-SPED and 4 years of actual teaching in SPED VS Performance Rating |
| BSEEd/BSSPEd | With 12 Units in MA-SPED and 5 years of actual teaching in SPED VS Performance Rating |
| BSEEd/BSE | With 9 units MA-SPED and 6 years actual teaching in SPED VS Performance Rating |
| BSEEd/BSSPEd/BSE | With teaching experience in SPED or Inclusive Setting VS Performance Rating |

b. He/she must have at least three (3) years of experience in providing educational services to any of the categories of children with special needs. This is to be verified by a certification from the Principal to be submitted as part of the application.

c. A certification from the Principal that the applicant has had a Very Satisfactory performance rating for the last three (3) years must be submitted as part of the application.

5. Separate folders will be required from applicants who intend to apply in more than one (1) teaching positions.

6. The Division Selection Committees shall not accept late submission of required documents but may require applicants to provide documents for validation purposes.

7. The School Screening Committees are enjoined to review and undertake carefully the functions of the committee as contained in DepEd Order No. 7, s. 2015, " Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016" especially in verifying and certifying the pertinent documents of applicants as to completeness, veracity, accuracy, and authenticity of documents.

8. The composition of the Division Selection and Division Sub-Selection Committee of the Districts are identified below.

| DIVISION SELECTION COMMITTEE | | |
|-----------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------|
| | Pre-school, Elementary , & SPED | Junior High School |
| Chairman | ASDS Cartesa M. Perico | |
| Members | Dr. Mary Ann Flores | Dr. Novie Mangubat |
| 3 EPS | Dr. Pamela Rodemio Dr. Elena Paras Dr. Juvimar Montolo | Dr. Rosemarie Oliverio Dr. Nenita Jaralve Dr. Araceli Cabahug |
| Division President of Principals' Association | Cristina Ocampo | Elma Larumbe |



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|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Division President of Teachers' Organization | Gerardo Canizares | Rogelio Maunes |
| Secretariat | Natty Lumapas Juliven Jumao-as Mary Candice Tibor | Marie Concha Diaz Mary Ann Celino Mechell Paulo |
| DIVISION SUB- SELECTION COMMITTEE | | |
| Chairman | Public Schools District Supervisor | Lead Principal to be identified by the PSDS |
| Members | 3 Elementary School Heads 1 District President of Principals Association 1 District Teachers Association President | 3 Secondary School Heads 1 District President of Principals Association 1 District Teachers Association President |

9. The Public Schools District Supervisors must also identify assessors of the following specialized skills related to teaching for elementary and secondary level in which number depends on the volume of applicants in each level:

- a. Information and Communication Technology (ICT)
- b. Journalism
- c. Sports
- d. Music
- e. Dance Arts

* Skills which can be assessed by TESDA and will merit National Certificate II shall not be assigned assessors except for ICT

* Only TESDA National Certificate II holders with skills related to teaching shall earn corresponding points


10. The Education Program Supervisors shall be fielded to assign cluster districts to supervise the conduct of the ranking process and to review the orderliness of the district rank lists before submitting to the Division Personnel Selection Board.

11. The members of the Division Personnel Selection Board shall ensure orderly conduct of the entire ranking procedure.

12. The recruitment, selection, and subsequent hiring of qualified teacher-applicants shall be governed by DepEd Order No. 7, s. 2015, "Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016".

13. Meals and snacks of the members of the Division Selection and Division Sub- Selection Committees, assessors of specialized skills, venue during orientation, and other related expenditures are chargeable against Division MOOE subject to the usual accounting rules and regulations.

14. Immediate dissemination of and compliance with this Memorandum is desired.


MARILYN S. ANDALES, Ed. D., CESO V
 Schools Division Superintendent





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REGION VII – CENTRAL VISAYAS
Schools Division of CEBU PROVINCE

FORM FOR THE DIVISION SUB-SELECTION COMMITTEE
KINDERGARTEN, SPECIAL EDUCATION, ELEMENTARY
AND JUNIOR HIGH SCHOOL TEACHER I POSITIONS
School Year 2020-2021

District: _____

| | |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kindergarten, Special Education, Elementary | <p>Chairman: PSDS _____</p> <p>Members: 3 Elementary School Principals:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>District President of Principals Association: _____</p> <p>District Teachers Association President: _____</p> |
| Junior High School | <p>Chairman: Lead Principal _____</p> <p>Members: 3 Junior High School Principals:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>District President of Principals Association: _____</p> <p>District Teachers Association President: _____</p> |

Submitted by:

PSDS

Note: To be submitted in long bond paper

