



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

March 25, 2022

DIVISION MEMORANDUM

No. 260 s. 2022

ADDENDUM TO DIVISION MEMORANDUM NO. 45 AND 46, S. 2022

TO: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors /District Caretakers
Elementary and Secondary School Heads
All Other Concerned

1. Relative to Division Memorandum No. 45 and 46, s. 2022 entitled “Announcing the Schedule of Recruitment and Selection of Applicants for Kindergarten, Elementary, Special Education (SPED), Junior High School and Senior High School Positions for SY 2022-2023”, the Office cascades to the field the salient points in the Hiring Guidelines for teaching positions as indicated in Deped Order No. 7, s. 2015, “Hiring Guidelines for Teacher I Positions for SY 2015-2016” and Deped Order No. 3, s. 2016, “Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017”.
2. To ensure uniformity in the assigning of points to teacher applicants, the Division Human Resource Merit Promotion and Selection Board (HRMPSB) Committee deliberated the following evaluation and selection procedure and criteria:

A. EDUCATION = 20 points

- ✦ Second courser applicants shall see to it that the general weighted average (GWA) is consolidated by the school last attended. In cases where the GWA is not consolidated, the School/District Screening Committee shall be the one to consolidate using the template provided.
- ✦ Masteral Degree/Units shall not be included in the computation of the GWA.
- ✦ Transcript of Records (TOR) is a requirement for the giving of points, not the Diploma.
- ✦ Diploma in Early Childhood Education includes practice teaching, whereas, Certificate is without practice teaching and is only available in Cebu Technological University (CTU).

B. TEACHING EXPERIENCE = 15 points

- ✦ Shadow Teaching/Daycare experience is not credited.
- ✦ ESL (English as a Secondary Language) is credited only for TESDA Accredited Centers.
- ✦ Teaching experience of LGU-Funded teachers shall only be credited with Memorandum of Agreement (MOA) signed by the Schools Division Superintendent.

12



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 255-6405
Email Address: cebu.province@deped.gov.ph

- ✦ Experience as Clinical Instructor (CI) shall be credited as teaching experience.
- ✦ Only half of the full load hours is credited for part-time teaching and shall be supported by teaching load.

C. LET/PBET RATING = 15 points

- ✦ Decimal number is drop off and the whole number is retained in giving equivalent points.
- ✦ Dropping of points is applied only to LET/PBET ratings, not for the general weighted average (GWA).
- ✦ Rounding off of board rating is not resorted to.

D. SPECIALIZED TRAINING AND SKILLS = 10 points

- ✦ An applicant shall only be given points for specialized skills if additional skill if it is not aligned to its major/specialization. Ten-day training is equivalent to five (5) points, skill demonstration, another five (5) points.
- ✦ TESDA Certification is valid only for five (5) years.
- ✦ Trainers Methodology Certificate (TMC) shall only be credited/given points upon availability of the actual CERTIFICATE indicating completion of the assessment, certification shall not be honored.
- ✦ For SHS, certificate of 2 days shall be entitled to one (1) point.

NOTE: Refer to attached for transmuted scores.

E. INTERVIEW = 10 points

- ✦ District Committee shall see to it that the interview is within the boundaries of the position applied for.
- ✦ Virtual/Online interview shall be accommodated on a case-to-case situation.

F. DEMONSTRATION TEACHING = 15 points

- ✦ Applicants shall be allowed to choose topic to discuss.
- ✦ MTB shall not earn additional points, only if the applicant uses other languages.
- ✦ The District Committee shall take control during the activity, shall eliminate insignificant details.

G. ENGLISH COMMUNICATION SKILLS = 15 points

- ✦ The English Proficiency Test (EPT) is valid only for two (2) years reckoning from the date of administration. Dates of administration of the EPT for the past two years are as follows:
 - 2021 = April 27-30, 2021 and May 18-20, 2021
 - 2020 = March 1, 2020

Applicants who took the EPT on March 1, 2020 are advised to re-take the EPT this year and shall not be allowed to retain their RQA scores from the last ranking. A separate memorandum shall be uploaded for the schedule of the examination.

3. Retention of RQA scores is only applicable for those who have taken the EPT last April and May, 2021. **Sworn Statement of Teacher Applicants who opt to retain their scores shall be submitted to the District/School Screening Committee** using the attached template.
4. Senior High School applicants who are qualified only for Teacher I position shall be tagged in the ranklist as *"only qualified for T1"*.
5. Clarifications pertaining to the ranking/hiring process shall be addressed in the school/district/sub-office level through the PSDSs and Sub-Office Caretakers.
6. Please be guided of the Revised Composition of the Division HRMPSB Committee for as attached.
7. All other provisions in the previous memorandum shall remain in effect.
8. Widest dissemination and strict compliance of this Memorandum is highly desired.

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

P

COMPOSITION OF THE DIVISION SELECTION AND SUB-OFFICE
SUB-SELECTION COMMITTEE

DIVISION SELECTION COMMITTEE		
	Kindergarten, SPED and Elementary	Junior High School
Chairman	ASDS Anelito Bongcawil	
Members	Dr. Mary Ann Flores	Dr. Victor Ybañez
EPS/PSDS/School Head	Dr. Pamela Rodemio Ms. Ma. Elena Paras Dr. Gladys Balagtas	Mrs. Juvimar Montolo Mrs. Nenita Jaralve Mr. Henry Espina
Division President of Principals' Association	Dr. Angelie Guangco	Dr. Arlene Buot
Encoder/Secretariat	Naty Lumapas Juliven Jumao-as	Joel Sanchez, Jr Glycerine Villahermosa
SUB-OFFICE SUB-SELECTION COMMITTEE		
Chairman	Sub-Office Caretaker/In-Charge	
Members	1 Public Schools District Supervisor 1 Elementary School Head 1 President of Principals Association 1 Teachers Association President	1 Public Schools District Supervisor 1 Lead Principal identified by the Sub-Office Caretaker/In-Charge 1 Principals Association President 1 Teachers Association President
Encoder/Secretariat	To be identified by the Sub-Office Sub-Selection Committee	

COMPOSITION OF THE DIVISION and SUB-OFFICE
SUB -SELECTION COMMITTEE

Senior High School				
	Group I. Humanities and Social Sciences (HUMSS)	Group II. Accountancy, Business and Management (ABM)	Group III. Science, Technology, Engineering, and Mathematics (STEM)	Group IV. Technical Vocational , Livelihood (TVL)
Overall Coordinating Committee	Division Selection Committee CHAIRMAN – ASDS Anelito Bongcawil			
Members:				
* EPS	Dr. Ma. Chona Redoble Mrs. Rosemarie Oliverio Mrs. Jane Gurrea	Dr. Clavel Salinas Mrs. Jane Gurrea	Mr. Isaiash Wagas Mrs. Araceli Cabahug Dr. Gerardo Mantos	Dr. Jose Garry Napoles Mr. Raul Jumao-as
* NAPSSHI	Mrs. Elma Larumbe	Candida Purgatorio	Mr. Edsel Ursal	Mr. Melville Dela Peña
* Secondary Faculty Association	Mr. Rolando Beduya	Mr. Rogelio Maunes	Mr. Arts Vincenth Gayoso	Mr. Renato Banciloy
Encoder/Secretariat	Christine Miñao Aiko Antonyeth Gocotano			
SUB-OFFICE SUB-SELECTION COMMITTEE				
Chairman	Sub-Office Caretaker/In-Charge			
Members	1 Public Schools District Supervisor 1 Lead Principal identified by the Sub-Office Caretaker/In-Charge 1 Principals Association President 1 Teachers Association President			
Encoder/Secretariat	To be identified by the Sub-Office Sub-Selection Committee			