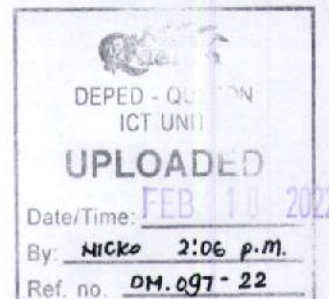




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



09 February 2022

**DIVISION MEMORANDUM**

DM No. 97, s. 2022

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF TEACHER-APPLICANTS FOR SY 2022-2023 (BATCH 1)**

**To:** OIC-Assistant Schools Division Superintendents  
 Chiefs - CID/SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 PSB – Chairman, Members and TWG  
 Public Elementary and Secondary School Heads  
 Administrative Officers II  
 All Others Concerned

1. This Schools Division Office announces the submission of pertinent documents for teacher-applicants in Kindergarten, Special Education (SPED), Indigenous People Education (IPED), Elementary, Junior and Senior High School.
2. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.
3. Applicants will be evaluated based on the following DepEd Orders:

Level	DepEd Order
Elementary (Kindergarten, SPED, Regular) and Junior High School	DepEd Order No. 7, s.2015 DepEd Order No. 22, s. 2015
Elementary (IPED)	DepEd Order No. 50, s. 2016
Senior High School	DepEd Order No. 3, s. 2016

4. The activities and dates for the entire process are as follows:

Date	Activities	Committee Responsible
February 9, 2022 – March 2, 2022	Submission of pertinent documents to the School Level / Screening of pertinent documents	School Screening Committee
February 21, 2022 / 8:30AM	Online Orientation Meeting of HRMPSB and TWG	HRMPSB and TWG

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March 3-4, 2022	Submission of pertinent documents to the district level	School Screening Committee
March 15-18, 2022 March 21-25, 2022	Evaluation and Selection of Qualified Applicants by Cluster (See Attachment 1 for the schedule by cluster)	Division Selection Committee
March 31, 2022	Submission of Registry of Qualified Applicants to the Sub-Office for Consolidation	Division Selection Committee
April 15, 2022	Submission of Consolidated Registry of Qualified Applicants per Congressional District to the SDO Pagbilao	Division Selection Committee

5. All teacher-applicants are required to submit to the head of the school one (1) authenticated copy of the following pertinent documents:
  - a. Personal Data Sheet (CSC Form 212, Revised 2017) in two (2) copies with passport size picture;
  - b. Certified copy of PRC professional identification card or a PRC certification showing teacher's name, LET rating and other information recorded at the PRC office;
  - c. Certified copy of rating obtained in the Licensure Examination for Teachers (LET) / Professional Board Examination for Teachers (PBET);
  - d. Certified copy of Transcript of Records (TOR), computation of General Weighted Average (GWA) should be included in the submission of documents;
  - e. Copy of Service Records, Performance Rating, and School Clearance for those with teaching experience. If unavailable, the applicant must submit a justification for unavailability;
  - f. Certificates of specialized training programs attended, if any;
  - g. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee;
  - h. NBI Clearance; and
  - i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the teacher applicant.
6. Applicants are required to bring the original copies of their pertinent documents during evaluation.
7. All teacher-applicants assume full responsibility and accountability on the validity and authenticity of the submitted pertinent documents as evidenced by the Omnibus Certification of Authenticity. Any violation will automatically disqualify the applicant from the selection process.

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8. Applicants who are still working in the private school shall adjust their schedule of evaluation to ensure that their current work will not be affected by the scheduled ranking.
9. The HRPSB members, Sub-Committee members and TWG shall conduct the validation, evaluation of pertinent documents including interview and demonstration teaching. Likewise, they shall ensure the correctness of entries in both hard and soft copies of the Registry of Qualified Applicants (RQA). The Division Selection Committee, Technical Working Groups as well as the schedule and venue of ranking and evaluation of pertinent documents are attached in this memorandum.
10. Applicants in the 2021-2022 Registry of Qualified Applicants (RQA) who are not yet hired shall automatically be included in the 2022-2023 RQA using their last year's scores. However they may also update their score by undergoing interview and demonstration teaching.
11. The Division Sub-Committee shall request the applicants to submit letter authorizing the SDO to announce their contact details to the schools.
12. An Education Program Supervisor will be assigned to lead the activities in each cluster to be assisted by the identified PSDSs and Selected Administrative Officers II. They may request the assistance of school heads in their cluster during the conduct of the demonstration teaching and interview of teacher-applicants.
13. The EPS In-charge per cluster shall facilitate the submission of the electronic copy of the RQA (by district) to this email: [sdo.quezon.rqa@gmail.com](mailto:sdo.quezon.rqa@gmail.com) following the given schedule and using this file name format until March 31, 2022. **CongDistDistrictDO7/DO22/DO3 Elem/JHS/SHS/IPED**  
Ex.     **1stLucbanDO7Elem**                   **1stSampalocDO22Elem**  
          **4thPerezDO7JHS**                   **2ndDoloresDO22JHS**  
          **3rdMacalelonDO3SHS**
14. The hardcopy of the RQA shall be submitted to the Sub-Offices and Records Section-SDO Pagbilao (for 2nd Congressional District to be used for Congressional District Consolidation until March 31, 2022). The consolidated RQA per Congressional District shall be submitted to SDO Pagbilao on or before April 15, 2022.
15. Teacher-applicants who have taken the English Placement Test (EPT) in 2020 and 2021 are no longer required to retake the test, but they are advised to present their previous certificate of rating on the given schedule of ranking. Those who took the EPT in 2019 and below are advised to retake the EPT but shall submit their names first to the Division Committee assigned in the cluster. The Division Committee shall submit the list of teacher-applicants who will take the EPT to the Division Focal Person EPS Raul Agaran. The details on the schedule and venue of the EPT shall be release on the separate Division Memorandum.

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16. The Registry of Qualified Applicants will be by congressional district but can be utilized in the whole division. In case all those in the RQA have been appointed and assigned to their respective stations and there are still available positions, the RQA of other SDOs may also be utilized as provided in DepEd Order No. 7, s. 2015.
17. The following guidelines are hereby given emphasis:
  - a. The cut-off score for inclusion in the RQA is **70 points**; (in reference to DepEd Orders stated at Item no. 3 of this Memorandum)
  - b. Applicants whose undergraduate degree is Elementary Education **can only apply for Elementary teaching position**. (in reference to DepEd Order no. 51, s. 2017)
  - c. There shall be separate RQA for Kindergarten, SPED, IPED, Elementary, Junior High School per learning area and Senior High School per track.
18. All SDO teaching and non-teaching personnel shall disseminate this information through posting in school website, Facebook Page, Facebook Groups and etc.
19. All members of the Human Resource Merit, Promotion and Selection Board (HRMPSB) and the TWG are advised to attend an online orientation meeting on February 21, 2022 (Monday) at 1:30 PM via Google Meet Application using this link [meet.google.com/zre-ijab-wsz](https://meet.google.com/zre-ijab-wsz). Participants are advised to join the link 30 minutes before the meeting begins.
20. Activities related to the entire process should strictly follow the existing health and safety protocols.
21. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.
22. Travel and incidental expenses of all concerned during the evaluation and ranking of teacher applicants shall be charged against MOOE/local funds subject to usual accounting and auditing rules and regulations.
23. Immediate and widest dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA, JR. EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Aedsgtm02/09/2022

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Enclosure to DM. No. \_\_\_\_ s. 2022

**SCHEDULE, VENUE, AND HRMPSB/TWG INVOLVED IN THE RECRUITMENT, SELECTION,  
EVALUATION AND RANKING OF TEACHER I APPLICANTS**

CLUSTER	DATE	VENUE	HRMPSB MEMBERS/TWG
1. Polillo, Panukulan, Patnanungan, Burdeos Jomalig	March 15-17, 2022	Real Central School	<ul style="list-style-type: none"><li>• EPS – Celestina Alba</li><li>PSDS – Susana P. Nera</li><li>Sharon A. Villaverde</li><li>Yolanda Ayuma</li><li>Leonora Mopera</li><li>Melinda Camacho</li></ul> <p><b>AO II</b> <b>Polillo District</b> Monalyn M. Ortillano Christine Joy Avellano</p> <p><b>Panukulan District</b> Princess Mari Joy R. Dela Carzada</p> <p><b>Patnanungan District</b> Irene Luces Jenelyn Llaneta</p>
2. Real, Infanta, General Nakar	March 16-18, 2022	Infanta Central School	<ul style="list-style-type: none"><li>• EPS – Celestina Alba</li><li>PSDS – Francisco Oblea</li><li>Luzviminda Buerano</li><li>Ireen Aveno</li><li>Jaybert R. Saron</li></ul> <p><b>AO II</b> <b>Real</b> Anna Carina Bautista Ruel A. Sungduan Rhona May Radan Arren Joy M. Lopez</p> <p><b>Infanta District</b> Arnold Mortiz</p>

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			<p>Amy Torres Aleli Sollano Jinielyn Morfe Rustom Masibay Dessery R. Mauhay Casiano Jr. O. Sollera Rizza Jane P. Del Valle Jammela Pano Suzzette C. Avellaneda</p> <p><b>General Nakar District</b> Marjory S. Flora Liwawayway Moises</p>
3. Pagbilao/Lucban	March 15 – 16, 2022	Pagbilao Central School	<p>• <b>EPS – Jee-Ann Borines</b> <b>PSDS – Catalino Porta</b> Desideria Zafranco Jessie Quesea</p> <p><b>AO II</b> <b>Pagbilao District</b> Famela Fontarum Sarah Lynn V. Diala Arlene M. Tolentino Gloria F. Magtibay Mildred E. Glorioso Norvic C. Villania Gracel Morales Czarina Gaye J. Mendiola Ivy Deanne G. Pornobi Jessica M. Tolenada Kristoffer Oineza</p> <p><b>Lucban District</b> Bryan Ladines John Braynard E. Jardin Sharon M. Venzuela Raquel O. Venzuela</p>

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4. Mauban/Sampaloc	March 17-18, 2022	Mauban South Central School	<ul style="list-style-type: none"><li>• <b>EPS – Jee-Ann Borines</b></li><li><b>PSDS – Liliosa Diasanta</b> Aurea J. Gandia Elenar B. Opena</li></ul> <p><b>AO II</b> <b>Mauban District</b> Cecille V. Llamas Novie R. Odasco Michelle Ignacio Christian Emmanuel G. Balamban Marilyn Caneo Leslie Marie Salumbides Nathaniel R. Lapuz Abegail Q. Cadag</p> <p><b>Sampaloc District</b> Marygold C. De Chavez Riza Lalunio</p>
5. Sariaya East & West (Sec & SHS)	March 21-23, 2022	Quezon National HS	<ul style="list-style-type: none"><li>• <b>EPS – Joseph Jarasa</b></li><li><b>PSDS– Cynthia Marquez</b> Carlito Gunay</li></ul> <p><b>AO II</b> <b>Sariaya East District</b> Mildred Embradora Leah Kristine Glorioso Anna Jean M. Ogerio Maria Cecilia Rodriguez Florencial D. Lagarile *Cristina Macapia *Donald Luistro *Mary Joyce Nadres *Melody C. Quintua *Joanne Dural *Jenilyn P. Licardo</p> <p><b>Sariaya West District</b> Cerise Anne M. Edan</p>

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			Ma. Antonia C. Salazar Michelle L. Malijan Claudine Gayle A. Jalbuena Girlye F. Solina Ma. Aleli M. Awa Russel S. Rodriguez *Sharon I. Obordo *Sheila Mendoza *Ronil Gilbuena *Denise Mabulay *Joana Rose C. Dinglasan *Jermalyn R. Hutamares
6. Sariaya East & West (Elem) /Candelaria East & West (Elem,Sec & SHS)	March 16-18, 2022	Sariaya East Central	<ul style="list-style-type: none"><li>• <b>EPS – Joan Alejaida Mauhay</b></li></ul> PSDS - Maria Fatima Calayag Raquel Marcuap  <b>AO II</b> <b>Candelaria East District</b> Merry Cris T. Pabillar Raymond Adante Maribel Mercado Nichole Anne V. Pagayon Estrella T. Caril Ronald M. De Ramos Sedinuelle Y. Aguila George S. Concepcion Milagros I. Paderon Danria Paulette Z. De Mesa  <b>Candelaria West District</b> Zarah Ciel M. Nanez Ma. Christine Joyce N. Dudas Emmanuel O. Go Univerze V. Arellano Jovelyn S. Jabola

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7. Tiaong /Dolores/San Antonio	March 15-17,2022	Tiaong Central School	<ul style="list-style-type: none"><li>• <b>EPS – Asuncion Ilaos</b></li><li><b>PSDS – Restituto Hernandez</b> Maria Lourdes Cabanag Mario Pablo Umali Celso Dimaculangan</li> <li><b>AO II</b></li><li><b>Tiaong District</b> Christine Bihis Edwin T. Castillo Carmen Liezl G. Rodel Karyl R. Penaroyo Lilibeth Castellano Reynon B. Tolentino</li><li>*Mylene Espino</li><li>*Ma. Adela Mendoza</li><li>*Mica Angelita PAsia</li><li>*Vina Marie Adriano</li><li>*Vince Angelo Dedace</li><li>*Jerome Jorvina</li><li>*Mark Jonnel Ilagan</li><li>*Venus Briones</li><li>*Joanna Sarah Envase</li> <li><b>Dolores District</b> Marren A. Brucal Mariah Sushmita Tenorio</li> <li><b>San Antonio District</b> Yeza E. Ballestra Anabelle Bacon</li></ul>
8. Mulanay / San Francisco	March 21-25, 2022	Mulanay Central	<ul style="list-style-type: none"><li>• <b>EPS – Abner Pureza</b></li><li><b>PSDS – Maria Carla Caraan</b> Caridad Grimaldo Laarni Gloria Eutiquio Empleo</li> <li><b>AO II</b></li><li><b>San Francisco District</b> John Hester R. Mallari</li></ul>

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			Jun Rodney Landicho Bryan Fernandez Irish Perez  <b>Mulanay District</b> Arvin Zeta Colleen Ciara Rosales
9. San Andres / San Narciso / Buenavista	March 15-18, 2022	Godofredo M. Tan Integrated School of Arts and Trades	• <b>EPS – Walter Galarosa</b>  <b>PSDS –</b> Mercedita Loreda Angelito Olvida Ferdinand Glor Isidro Delos Reyes Luciano Ever Calumno  <b>AO II</b> <b>San Narciso District</b> Maychelle A. Te Minette R. Mendevil  <b>San Andres District</b> Gomar Mendreje John Lester Lucban Zhairra Mae E. Arguelles  <b>Buenavista</b> Mary Joyce S. Zamora
10. General Luna / Macalelon / Catanauan	March 15-18, 2022	Elementary: General Luna Central School	• <b>EPS – Juanito A. Merle</b> <b>PSDS –</b> Nolan Santoalla Chona Andrade Annabelle Empleo  <b>AO II</b> <b>Catanauan</b> Reynaldo Reyes Mary Keith Apolinar Cherie Rose A. Aranza Ruth Ann A. Cantara Oliric Trinidad Renieca Camille G. Lloren Jean C. Timan Cristine R. Cabangon

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			<b>General Luna</b> George B. Gozo Marianne A. Forbes Jhoana May Wariza  <b>Macalelon</b> Ameicel A. Hutalla
11. Pitogo / Unisan / Padre Burgos / Agdangan	March 15-18, 2022	Unisan Central School	<ul style="list-style-type: none"><li>• <b>EPS – Raul Agaran</b></li><li><b>PSDS – Marilyn Permejo</b></li><li>Reyvi Faraon</li><li>Redempta Nuevo</li><li>Merriam Camposano</li></ul> <b>AO II</b> <b>Unisan</b> Reallyn D. Mores Aiza L. Berador Richelle Pareja <b>Padre Burgos</b> Aireene Ursabia Lorena Navalta Precious Gonzales <b>Agdangan</b> Ronaldo P. Asilo  <b>Pitogo</b> Geo Zoleta Abegial F. Sevia
12. Tagkawayan	March 15-16, 2022	Tagkawayan Central	<ul style="list-style-type: none"><li>• <b>EPS – Fernando Seño</b></li><li><b>PSDS – Alicia Gonzales</b></li><li>Isagani Matibag</li></ul> <b>AO II</b> Eva Canaco Beejay Zabala Mary Rose Pabustan Luisito S. San Diego

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13. Guinayangan	March 17-18, 2022	Guinayangan Central	<ul style="list-style-type: none"><li>• <b>EPS – Fernando Seño</b></li><li><b>PSDS – Darwin Villafior,</b> Rosaldo Adan</li> <li><b>AO II</b> Madonna M. Nicolas Joel Pille</li></ul>
14. Calauag / Lopez	March 15-18, 2022	Calauag East Central	<ul style="list-style-type: none"><li>• <b>EPS – Carmela Ezel</b> Orogo</li><li><b>PSDS – Helen Esternon</b> Rejulious Villenes Meilani Adan</li> <li><b>AO II</b> <b>Calauag</b> Dianne T. Tolentino Paul Marvin Samson Cristine Castillo Donald Fontanosa Bryan Joshua A. Merjudio Loreza T. Arano</li></ul>
		Lopez Comprehensive HS	<ul style="list-style-type: none"><li><b>Lopez</b> Revelyn De Asis Marizelle N. Luna Jaymar A. Samson Verna A. Mayorga Ma. Karen E. De Guzman Roselea Arenal John Louven Marasigan</li></ul>
15. Gumaca / Plaridel / Atimonan	March 15-18, 2022	Gumaca West Central	<ul style="list-style-type: none"><li>• <b>EPS – Marita Pionilla</b></li> <li><b>PSDS</b> Marlon Rañeses Lourdes Tan Orlando Serdan Carmelo Eusebio Altamira</li> <li><b>AO II</b> <b>Gumaca East District</b></li></ul>

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			<p>Siegfred Jan M. Aguilar Mary Rose S. Amolar Irish B. Cueto Ma. Criselda O. Moreno Yoninah R. Ibal,</p> <p><b>Gumaca West District</b> Jamaica Kariza Gaspar Paul Harvey M. Martinez Zara Jessica Pasta</p> <p><b>Plaridel</b> Lerna Mapaye</p> <p><b>Atimonan</b> Rosvyl Claudia E. Esposo Maria Viola R. Manila Loudemegie M. De Luna Bea Renilla Maralit Arlene Carina Rico Ruby Jane B. Sotelo Nikkochea A. Ayala</p>
16. Quezon / Perez / Alabat	March 15-18, 2022	Alabat Central	<p>• <b>EPS – Maria Dylin Garcia</b> <b>PSDS – Ma. Sylvia H.</b> Bulfane Jaime R. Zara Jr. Rebie Marciano</p> <p><b>AO II</b> <b>Alabat District</b> Helen Maranan</p> <p><b>Perez District</b> Kyzl V. Avistado</p> <p><b>Quezon District</b> Janine A. Amandy</p>

\*Will act as observers

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