



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: 8/7/23

By: Rommel

Ref. no. DM 573-23

03 August 2023

DIVISION MEMORANDUM

DM No. 573, s. 2023

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF TEACHER-APPLICANTS
FOR THE NEWLY-CREATED SPECIAL EDUCATION TEACHER I POSITIONS
FOR SY 2023-2024**

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

1. This Schools Division Office announces the submission of pertinent documents for teacher-applicants for the Newly-Created Special Education Teacher I (SPET I) position for SY 2023-2024.
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. Application is open to both external applicants and those teachers who are already teaching in DepEd either in elementary or secondary. Applicants who are already teaching in DepEd shall be evaluated using DepEd Order No. 66 S. 2007 while Deped Order No. 7 S. 2015 and Deped Order No. 22 S. 2015 shall be used for external applicants.
4. The newly-created SPET I positions are intended for the following schools:

SCHOOL NAME	DISTRICT	NO. OF ALLOCATION
Paaralang Elementarya ng Maka	Lucban	1
Lusacan ES	Tiaong II	1
Mangilag Sur ES	Candelaria East	1
San Antonio CS	San Antonio	1
Catanauan CS	Catanauan I	1
Agdangan CES	Agdangan	1
Sabang ES	Calauag West	1

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5. The Qualification Standards for the said position is as follows:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
SPECIAL EDUCATION TEACHER I (SG-13)	Bachelor's Degree in Education with Specialization in Special Education and five (5) other requisites enumerated in DepEd Order No. 12 S. 2011	None required and five (5) other requisites enumerated in DepEd Order No. 12 S. 2011	Non required And five (5) other requisites enumerated in DepEd Order No. 12 S. 2011	RA 1080 LET/ PBET,

6. Applicants to Special Education Teacher I positions shall be rated as follows:

DepEd Order No. 7 S. 2015

a. CRITERIA	POINTS
b. Education	20
c. Teaching Experiene	15
d. LET/PBET Rating	15
e. Specialized Training and Skills	10
f. Interview	10
g. Demonstration Teaching	15
h. Communication Skills	15
TOTAL	100

DepEd Order No. 66 s. 2007

CRITERIA	POINTS
a. Performance	35
b. Experience	5
c. Outstanding Accomplishments (Meritorious Accomplishments)	20
d. Education	25
e. Training	5
f. Psycho-social attributes	5
g. Potential	5
TOTAL	100

7. All teacher-applicants are required to submit to the head of the school one (1) authenticated copy of the following pertinent documents on or before **August 17, 2023** to the school theyh intend to apply.

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I. For New Applicant (Using DepEd Order No. 7 s. 2015)

- a. Letter of Intent highlighting the subject group that he/she intends to teach and preferred school
- b. Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with **Work Experience Sheet** and passport size picture, if applicable;
- c. 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;
- d. Certified copy of rating obtained in the Licensure Examination for Teachers (LET) / Professional Board Examination for Teachers (PBET);
- e. Certified copy of Transcript of Records (TOR), computation of General Weighted Average (GWA) should be included in the submission of documents;
- f. Copy of Service Records, Performance Rating, and School Clearance for those with teaching experience. If unavailable, the applicant must submit a justification for unavailability;
- g. Photocopy of Certificates of specialized training programs attended, if any;
- h. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee;
- i. Notarized Omnibus certification of authenticity and veracity of all documents submitted, signed by the teacher applicant.

II. For Promotion (Using DepEd Order No. 66 s. 2007)

- a. Letter of Intent highlighting the subject group that he/she intends to teach and preferred school
- b. Duly Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with **Work Experience Sheet** and passport size picture, if applicable;
- c. 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;
- d. Performance Rating (3 Consecutive Years)
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Outstanding Accomplishment (if any)
 1. Outstanding Employee Awards
 2. Innovations
 3. Research
 4. Publication
 5. Consultant/Resource Speakership in Trainings and Seminars

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- For innovations, researches and publication, scanned/printed copy of front page of program/project, research paper, article/book shall be honored. However, approved hard copy of the whole document with the corresponding certificate, program, travel order, memorandum and other pertinent documents must be presented during the open ranking
 - g. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
 - h. Photocopy of Certificates of Training attended
 - i. Photocopy of Certificate of Eligibility/Rating/License/ID;
 - j. Notarized Omnibus Sworn Statement;
 - k. Other documents as may be required.
8. Applicants are required to bring the original copies of their pertinent documents during evaluation. Schedule for the evaluation of pertinent documents and demonstration teaching and committee members shall be announced through a separate memorandum.
9. 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 shall automatically disqualify the applicant from the selection process.
10. All interested and qualified applicants are advised to register in the Division Registry of Applicants upon submission of their application folder through this link until **August 17, 2023** : <https://bit.ly/3O5F9JI>





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11. Below is the schedule of activities relative to the recruitment and selection process:

Activities	Date	Persons / Office Involved
Issuance of Division Memorandum (Call for Application) Publication of Items Online Meeting of School Head of Recipient Schools (Meeting link shall be forwarded to concerned School Head)	August 7, 2023 August 7, 2023 (1:00 PM)	HRMO, HRMPSB
Call for Submission of Application Documents Receiving of Application Documents Verification as to completeness, veracity and accuracy of application documents	August 7, 2023 to August 17, 2023 Deadline of Submission: August 17, 2023 August 7, 2023 to August 17, 2023	School Screening Committee School Screening Committee School Screening Committee
School Based Ranking of Applicants (both for promotion and external applicants)	August 18, 2023 (Friday)	School Screening Committee
Submission of Initial RQA to the Division Office for Validation	August 22, 2023 (Tuesday)	

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12. Applicants who are still working in the private school shall coordinate with the School Head regarding their schedule of evaluation to ensure that their current work shall not be affected by the scheduled ranking.
13. The Division Sub-Committee (see attached enclosure) 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 Sub-Committee, Technical Working Groups as well as the schedule and venue of ranking and evaluation of pertinent documents are attached in this memorandum.
14. The Division Committee shall monitor the activities in each cluster to be assisted by the members of the SubCommittees in the Cluster Level. They may request the assistance of other school heads, department heads (Secondary) in their cluster during the conduct of the demonstration teaching and interview of teacher-applicants.
15. The initial Registry of Qualified Applicants shall be submitted to the Division Office for validation on or before **August 22, 2023**.
16. The cut-off score for inclusion in the RQA is **70 points** for external applicants.
17. Activities related to the entire process should strictly follow the existing health and safety protocols.
18. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.
19. Travel and incidental expenses of members of Division Sub-Committee during the evaluation and ranking of teacher applicants shall be charged against MOOE/local funds subject to usual accounting and auditing rules and regulations.
20. Immediate and widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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Inclosure No 1 to DM No. 513 S. 2023

District	Division Sub-Committee
Lucban	Jessie E. Quesea - PSDS Maria Teresa V. Esperanza – P II Isidro R. Obmasca Jr. – P II Celerina M. Abaricia – P I Rosalie R. Abcede – P I Sarah O. Mendoza – P I Secretariat: Administrative Officer II
Tiaong II	Ma. Lourdes C. Cabanag - PSDS Donata J. Anonuevo – P III Lilibeth C. Cornilla – P I Nancy M. Magtibay – P I Secretariat: Administrative Officer II
Candelaria East	Maria Fatima U. Calayag – PSDS Cynthia J. Reyroso – P III Eusebia Cynthia A. De Torres – P I Felix C. Cornejo – P I Secretariat: Administrative Officer II
San Antonio	Celso T. Dimaculangan - PSDS Cecilia V. Rocafort – P III Lina O. Flores – P II Sena Q. Diola – P I Joey M. De Ramos – P I Secretariat: Administrative Officer II
Catanauan I	Chona D. Andrade - PSDS Cherry R. Pelobello– P IV Ginalyn G. Esguerra – P II Marlyn Rosales – P I Secretariat: Administrative Officer II
Agdangan	Marilyn N. Permejo - PSDS Roselyn L. Zaballero– P III Sheryl Gay O. Pascasio – P I Leonora R. Villacrue – P I Arvin L. Morata – Head Teacher III Secretariat: Administrative Officer II
Calauag West	Helen R. Esternon - PSDS Piametta A. Escleto– P II Evangeline Macapagal – P II Donato Marquezes – P I Rowelyn E. Fronda – P I Secretariat: Administrative Officer II

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