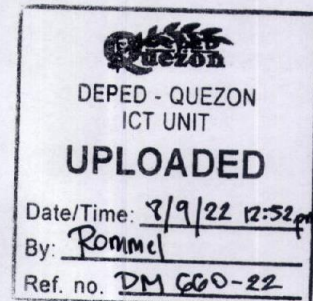




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



08 August 2022

DIVISION MEMORANDUM

DM No. 660, s. 2022

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF TEACHER-APPLICANTS
 FOR SENIOR HIGH SCHOOL TEACHER II (BATCH 2) FOR SY 2022-2023**

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

1. This Schools Division Office announces the submission of pertinent documents for teacher-applicants in Senior High School-Teacher II (Batch 2) for SY 2022-2023.
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 DepEd Order No. 3 S. 2016.
4. The Qualification Standards for the said position are as follow:

TRACK	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ACADEMIC TRACK AND CORE SUBJECTS	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's	None required	Non required	<ul style="list-style-type: none"> Applicants for permanent position: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within

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 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph

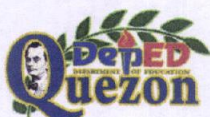


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	degree plus at least 6 units			five (5) years after the date of first hiring. <ul style="list-style-type: none"> Applicants for contractual position: None required Practitioners(part-time only): None required
SPORTS	Bachelor's degree with a major in filed(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the strand	
ARTS AND DESIGN	Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject	1 year relevant teaching/industry work experience	4 hours of training relevant to the courses in the strand	
TECHNICAL VOCATIONAL LIVELIHOOD	Bachelor's degree; or completion of technical-vocatinal course(s) in the area of specialization	6 months of relevant teaching or 6 months of industry work experience	At least NC*II + TMC** I *Appropriate to the specialization	

5. 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 18, 2022** to Records Section in SDO Pagbilao or in any of the three (3) sub-offices: Real Sub-Office, Catanauan Sub-Office and Gumaca Sub-Office. Schools must forward the received pertinent documents of applicants to Sub-Offices on or before **August 22, 2022**.

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- 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. Schedule for the evaluation of pertinent documents and demonstration teaching and the committee members will be announced through a separate memorandum.
7. SHS Provisional teacher who have been laid off and have passed the recent Licensure Examination for Teachers are encouraged to apply and submit their pertinent documents for evaluation.
8. 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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9. Applicants who are still working in the private school shall coordinate with the Division HRMO II regarding their schedule of evaluation to ensure that their current work will not be affected by the scheduled ranking.
10. The HRMPSB 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.
11. Results of EPT taken in 2020 up to present are still valid. However, if the applicants opt to retake the EPT, the latest results shall be considered.
12. Applicants who applied last March 2022 may opt not to undergo the demo teaching and interview but they are advised to **update their documents and to present their previous certificate of rating** during the schedule of ranking. Those who opt to undergo the hiring process will be allowed but **the new score will be considered final** by the HRMPSB and TWG.
13. The Registry of Qualified Applicants will be by congressional district. The cut-off score for inclusion in the RQA is **70 points**.
14. Activities related to the entire process should strictly follow the existing health and safety protocols.
15. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.
16. 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.

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17. 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

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