



DIVISION MEMORANDUM
No. 29 s. 2013

JAN 14 2013

ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION OF APPLICANTS FOR TEACHER-1 POSITION FOR SY 2013-2014

To: OIC, Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/ OICs/Caretakers
Secondary Lead Principals

1. The field is hereby informed of the schedule for recruitment and selection of Teacher-1 applicants for SY 2013-2014 of this Division, to wit:

Date	No. of Days	Activities
Jan. 11, 2013	1	<p>Organization of the School Selection Committee (SSC), Division Sub-Selection Committee (DSSCC) and Division Selection Committee (DSC).</p> <p>The SSC shall be composed of School Head and four (4) Master Teachers or in the absence of MTs, teachers of proven integrity and competence. Clustering of schools is allowed in case of schools with less than five teachers.</p> <p>The DSSC (Elementary & Secondary) shall be composed of the PSDS/OIC/Caretaker/Lead Principal and four (4) most senior School Heads as members. In case of Municipalities with less than five secondary schools, elementary school heads that are not designated as member of the Elementary Level DSSC may be utilized.</p> <p>The Division Office shall organize two (2) DSC, one (1) for the elementary level and another one (1) for the secondary level. The DSC shall be headed by an ASDS with two (2) EPS, the President of the Division Elementary Principals' Association (Secondary Principal Association for the secondary level) and the President of the Division Teachers' Association as members.</p>
Jan. 14, 2013	1	Submission of the names of personnel composing the SSC and DSSC to the Office of the Superintendent.

Jan. 14 –Feb. 12, 2013	22	Submission of pertinent documents by the applicants to the SSC.									
Feb. 13, 2013	1	Verification of documents as to completeness, veracity, accuracy and authenticity by the SSC. All members of the SSC shall affix their initials/signatures to all the documents submitted by the Teacher-Applicants.									
Feb. 14, 2013	1	Submission of SSC of the List of Teacher-Applicants and their corresponding documents to the DSSC.									
Feb. 15, 2013	1	Evaluation/Review of documents by the DSSC. The DSSC may exclude from evaluation the documents bearing no initials of the SSC members.									
Feb. 18 - 28, 2013	9	Interview, Demonstration Teaching and Proficiency Test of teacher-applicants.									
Feb. 19, 2013	1	Submission of the PSDS/OIC/Caretaker/Secondary Lead Principal of the names of teacher-applicants who will be taking the test. Failure to submit the said names means the teacher-applicants of the district/secondary schools will not be allowed to take the EPT.									
Feb. 23, 2013	1	<p>Administration of the English Proficiency Test (EPT).</p> <p>The test will promptly starts at exactly 9:00 in the morning in fourteen (14) testing venues. Central School Principals of the designated testing venues are directed to prepare the Examination Rooms.</p> <p>Examiners are directed to be at the testing venues one hour before the test administration for the distribution of the testing materials by the Chief Examiners.</p> <p>Examinees shall bring their valid Identification Card, one (1) Passport Size picture (to be attached to the Examinee's Answer Sheet), black/blue ball pen and snacks and lunch.</p> <p>The EPT shall be composed of 100 items of multiple choice type of test.</p> <p>The time duration in taking the test is 1 hour.</p> <p>After the administration of the test the Room Examiners will turn-over the test questions and the accomplished Answer Sheets to the Chief Examiners. The Chief Examiners will group the Answer Sheets by district/school (in case of secondary schools) and turn them over to the concerned District Supervisors/Lead Principals for correction and incorporation in the individual ratings of the teacher-applicants.</p> <table border="1" data-bbox="606 1680 1508 2004"> <thead> <tr> <th>District</th> <th>Venue/No. of Testing Room</th> <th>Examiners</th> </tr> </thead> <tbody> <tr> <td>First District and Sibonga</td> <td>Lipata CS/ 11</td> <td>Mrs. Basalo, Mrs. Gersalina, Mrs. Pardillo, Mr. Villordon, Mr. Gador, Mr. Umbay, Dr. Cartilla, Mrs. Sabido, Mrs. Alday, Dr. Canoy, Dr. Redoble, and Mrs. Gurrea- Chief Examiner</td> </tr> <tr> <td>Argao, Dalaguete, Alcoy and</td> <td>Dalaguete-1 CS/ 14</td> <td>Mrs. Llanos, Mr. Adonay, Dr. Lumayag, Mrs. Gealon, Mrs.</td> </tr> </tbody> </table>	District	Venue/No. of Testing Room	Examiners	First District and Sibonga	Lipata CS/ 11	Mrs. Basalo, Mrs. Gersalina, Mrs. Pardillo, Mr. Villordon, Mr. Gador, Mr. Umbay, Dr. Cartilla, Mrs. Sabido, Mrs. Alday, Dr. Canoy, Dr. Redoble, and Mrs. Gurrea- Chief Examiner	Argao, Dalaguete, Alcoy and	Dalaguete-1 CS/ 14	Mrs. Llanos, Mr. Adonay, Dr. Lumayag, Mrs. Gealon, Mrs.
District	Venue/No. of Testing Room	Examiners									
First District and Sibonga	Lipata CS/ 11	Mrs. Basalo, Mrs. Gersalina, Mrs. Pardillo, Mr. Villordon, Mr. Gador, Mr. Umbay, Dr. Cartilla, Mrs. Sabido, Mrs. Alday, Dr. Canoy, Dr. Redoble, and Mrs. Gurrea- Chief Examiner									
Argao, Dalaguete, Alcoy and	Dalaguete-1 CS/ 14	Mrs. Llanos, Mr. Adonay, Dr. Lumayag, Mrs. Gealon, Mrs.									

		Boljoon,		Geraldizo, Mrs. Pacaldo, Mr. Beltran, Mrs. Bustamante, Mr. Neire, Mr. Anore, Mrs. Larumbe, Mr. Carin, Dr. Banog-banog, Mrs. Beduya & Mrs. Plarisan- Chief Examiner
		Oslob, Samboan Santander and Ginatilan	Santander CS/ 8	Mrs. Cayon, Mrs. Yabo, Mrs. T. Belocura, Mrs. S. Belocura, Mr. Labiste, Mrs. Cebrian, Mrs. Ferraren, Mr. Mascardo & Mrs. Luna- Chief Examiner
		Malabuyoc, Ronda, Alegria, Moalboal	Moalboal CS/ 8	Dr. Alocillo, Mr. Borla, Miss. Quijano, , Mr. Doña, Mrs. Carredo, Mrs. Sabello, Mrs. Jayno, Mr. Redoble & Mrs. Balang – Chief Examiner
		Alcantara, Badian & Dumanjug	Badian CS/ 7	Mr. Lumapay, Mr. Magalso, Dr. Zozobrado, Mr. Revilla, Mrs. Yosores, Mrs. Purgatorio, Mr. Mejia and Dr. Valparaiso – Chief Examiner
		Barili 1 & 2, Aloguinsan	Barili CS/ 5	Mr. Cimafranca, Mr. Dandan, Mr. Manguilimotan, Mr. Verano, Mrs. Aguilar, Dr. Pumar- Chief Examiner
		Pinamungajan, Balamban, Asturias	Buanoy Central School/ 8	Mr. Quijano, Mrs. Labang, Mr. Cabahug, Mr. Piodos, Mrs. Ynoy, Mr. Borgonia, Mrs. Yballe, Mr. Tuquib & Mrs. Paras – Chief Examiner
		Tuburan Tabuelan, San Remegio,	Tambongon CS/ 8	Mr. Camongay, Mrs. Esmero, Mr. Tuling, Dr. Romanillos, Mr. Pestaño, Mrs. Arellano, Mrs. Cabataña, Mrs. Salinas and Dr. Rodemio – Chief Examiner
		Medillen, Daanbantayan and Tabogon	Medillen CS/ 7	Mrs. Godinez, Mrs. Mondelo, Mr. Aplacador, Mrs. Doronio, Mr. dela Rama, Mrs. Cabahug, Mrs. Inot & Dr. Mangubat- Chief Examiner
		Bantayan Island	Bantayan CS/ 7	Mr. Compuesto, Mrs. Villacarlos, Mrs. Alob, Mrs. Montolo, Mr. dela Peña, Mr. Ilustrisimo, Mr. Calderon, and Mr. Mantos- Chief Examiner
		Borbon, Sogod, Catmon and Carmen	Catmon CS/ 8	Mr. Zamora, Dr. Sol, Mr. Sususco, Mr. Yuson, Mr. Sollano, Mrs. Entero, Mrs. Colonia, Mr. Zambo and Dr. Flores- Chief Examiner
		Compostela and Lilo-an	Liloan CS/ 6	Mr. Puebla, Mrs. Bugtai, Mr. Acaso, Mrs. Paller, Mrs. Selanoba, Mrs. Escutin & Mrs. Jaralve – Chief Examiner
		Consolacion and Cordova	Consolacion CS/ 5	Dr. Perico, Mrs. Gonzaga, Mrs. Maningo, Mrs. Semblante, Mr. Manayon and Mrs. Miranda - Chief Examiner
		Camotes Island	San Francisco CS/ 8	Mrs. Gonzales, Mr. Otadoy, Mrs. Escorido, Mrs. Luchavez, Mr. Borrinaga, Mrs. Gorgonia, Mrs. Surbano, Mrs. Solante, Dr. Torrevillas- Chief Examiner

March 1, 2013	1	<p>Submission of Initial Ranklist of Qualified Applicants (RQA) by category to the Division Selection Committee.</p> <p>Category A – applicants with scores 70 up Category B – 60 – 69 points Category C - 55 – 59 points. Category D – 50 – 54 points.</p> <p>Only those applicants with scores 50 points above shall be included in the initial rank list. In the elementary, the RQA shall be prepared by school district and by category. In the secondary level, the RQA shall be prepared by school, by subject area and by category.</p>
Mar. 4-8, 2013	5	Consolidation of the result of the individual ratings of the applicants, one for the elementary and one for the secondary by the DSC.
Mar. 11, 2013	1	Posting of the RQA in three most conspicuous places in the Division Office.

2. Interested and qualified applicants are requested to submit the following documents to the School Heads of the schools nearest to their residences:

- 2.1. CSC Form 212 in two copies with the latest "2 x 2" ID Picture.
- 2.2. Certified Photo Copy of PRC License
- 2.3. Certified Photo Copy of rating obtained in Licensure Examination of Teacher/PBET
- 2.4. Certified copies of TOR of baccalaureate course
- 2.5. Certified copies of service records, performance rating and clearance for those with teaching experience
- 2.6. Certificate of trainings if any
- 2.7. Certified copy of Voter's ID
- 2.8. NBI Clearance
- 2.9. Omnibus certification (by the teacher-applicant) of authenticity and veracity of the documents submitted

3. The recruitment, selection and subsequent hiring of qualified teacher-applicants shall be governed by DepEd Order No. 12, s. 2012 and other pertinent laws and guidelines.

4. Immediate and wide dissemination of this Memorandum is directed.

ARBEN D. MONISIT, Ed.D.
Schools Division Superintendent

Telephone Numbers:

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Asst. Schools Division Superintendent: (032) 520-3216 loc 102 (Corriente) 104 (Noveras) 105 (Gelig)
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Admin/Legal: (032) 253-7847

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