



Republic of the Philippines
Department of Education
Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

DepEd

DIVISION MEMORANDUM

No. 723, s. 2013

NOV 26 2013

ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION OF APPLICANTS FOR TEACHER-1 POSITION FOR SY 2014 - 2015

To: OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. The field is hereby informed of the schedule for recruitment and selection of Teacher-1 applicants for SY 2014 – 2015 of this Division, to wit:

Date	No. of Working Days	Activities
December 9, 2013	1	Organization of the School Selection Committee (SSC), Division Sub-Selection Committee (DSSC) and Division Selection Committee (DSC)
December 16, 2013	1	Submission of the names of personnel composing the SSC and DSSC to the Office of the Schools Division Superintendent
December 20, 2013	1	Designation of the composition of the Division Selection Committee (one each for Elementary and Secondary)
December 9, 2013 to January 29, 2014	33	Submission of pertinent documents by the applicants to the SSC
January 30, 2014	1	Verification of documents as to completeness, veracity, accuracy and authenticity by the SSC.
January 31, 2014	1	Submission of the applicants' pertinent documents to Division Sub-Selection Committee.
February 3, 2014	1	Initial review/verification of applicants' pertinent documents by DSSC
February 4– 15, 2014	9	DSSC conducts interview, demonstration teaching and English Proficiency Test
February 14-15, 2014	2	Administration of the English Proficiency Test by District.

February 17-18, 2014	2	(Separate Memorandum will be issued for the English Proficiency Test.) Consolidation of applicants' rating during Interview, English Proficiency Test, Demonstration Teaching and other criteria for ranking
February 19, 2014	1	Submission of the Initial Ranklist to Division Selection Committee
February 20 – 24, 2014	3	Consolidation of the Initial Ranklist into Division Registry of Qualified Applicants (one each for the elementary and secondary) by the Division Selection Committee
Feb 25 – Mar 17, 2014	15	Posting of RQA
March 18, 2014	1	Submission of the RQA to the Office of the SDS for approval

2. Qualified applicants are advised to submit the following documents to the School Heads of schools nearest to their residences:

- 2.1. Application Letter
- 2.2. CSC Form 212 in two copies with the latest "2x2" ID pictures
- 2.3. Certified Photo copy of PRC License
- 2.4. Certified Photo copy of rating
- 2.5. Certified Photo copy of TOR of baccalaureate course
- 2.6. Certified Photo copy of service records, performance rating and clearance for those with teaching experience
- 2.7. Certificate of training if any
- 2.8. Certified copy of Voter's ID
- 2.9. NBI Clearance
- 3.0 Omnibus certification (by 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 issuances relative to hiring of Teacher-1.

4. Immediate and wide dissemination of this Memorandum is directed


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

ADM/rng13

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