



JAN 29 2015

DIVISION MEMORANDUM

No. 053, s. 2015

ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION OF APPLICANTS FOR TEACHER-1 POSITION FOR S.Y. 2015 - 2016

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. The field is hereby informed of the schedule of recruitment and selection of Teacher-1 applicants for S.Y. 2015 – 2016 of this Division, to wit:

Date	No. of working Days	Activities						
Feb. 2, 2015	1	Organization of the School Screening Committee. The SSC shall be chaired by the School Head with four (4) teachers as members. The SSC of the secondary schools shall be headed by the schools head with four (4) teachers from the different learning areas. In case of primary/incomplete elementary school/multi-grade schools or small secondary schools, clustering of schools shall be done with the most senior School Head as chair, with four (4) teachers coming from the cluster.						
Feb. 3, 2015	1	Submission of names of personnel comprising the SSC to the Office of the Schools Division Superintendent by District/Municipality.						
Feb. 4, 2015	1	Designation of members of Division Selection Committee. (one for elementary and one for secondary)						
Feb. 5 to March 5, 2015	30	Submission of the applicants' pertinent documents to SSC for verification and certification as to completeness, veracity, accuracy and authenticity of documents.						
March 6, 2015	1	Submission of pertinent documents of applicants to the Division Selection Committee for review using the attached format.						
March 11 to April 1, 2015	15	Interview of applicants shall be conducted in the following venues from 8:00 A.M. to 5:00P.M.: <table border="1"><thead><tr><th>Cluster</th><th>Date</th><th>Venue</th></tr></thead><tbody><tr><td>Minglanilla, San Fernando and</td><td>March 10, 2015</td><td>San Fernando CS Sangat NHS</td></tr></tbody></table>	Cluster	Date	Venue	Minglanilla, San Fernando and	March 10, 2015	San Fernando CS Sangat NHS
Cluster	Date	Venue						
Minglanilla, San Fernando and	March 10, 2015	San Fernando CS Sangat NHS						

		Sibonga		
		Argao, Dalaguete Alcoy, Boljoon and Oslob	March 11, 2015	Dalaguete CS Dalaguete NHS
		Santander, Samboan, Ginatilan Malabuyoc, Alegria and Badian	March 12, 2015	Malabuyoc CS Montaneza NHS
		Moalboal, Ronda, Alcantara, Dumanjug and Barili	March 13, 2015	Alcantara CS Alcantara NHS
		Aloguinsan Pinamungajan Balamban	March 17, 2015	Pinamungajan CS Pinamungajan NHS
		Asturias, Tuburan Tabuelan	March 18, 2015	Tuburan CS Tuburan NHS
		San Remigio , Medellin and Daanbantayan	March 19, 2015	Medellin CS Kawit NHS
		Bantayan Island	March 24, 2015	Sta. Fe CS Sta. Fe NHS
		Tabogon, Borbon Sogod and Catmon	March 25, 2015	Borbon CS Calumbuyan NHS
		Carmen Compostela Liloan	March 26, 2015	Carmen CS Carmen NHS
		Consolacion Cordova	March 27, 2015	Consolacion CS Consolacion NHS
		Camotes Island	April 1, 2015	San Francisco CS Camotes NHS

Request for special interview will not be entertained.

April 11, 2015	1	The English Proficiency Test shall be administered in the identified testing centers below. The examination will start at exactly 9:00 A.M. on April 11, 2015. Teacher-applicants shall take their EPT in Testing Centers assigned for their municipalities.		
		Congressional Districts	Testing Centers	Chief Examiners/ Proctors
		Fifth District excluding the Municipalities of San Francisco, Pilar, Tudela and Poro	Carmen NHS	Dr. Mary Ann Flores Mrs. Fedelina Entero
		Camotes Island	Camotes NHS	Mr. Isaiah Wagas Mrs. Mila Surbano
		Sixth District	Consolacion NHS	Dr. Novie Mangubat Mrs. Adelina Semblante
		First District	Sangat NHS	Mrs. Glenna

				Plarisan Dr. Imelda Canoy
		2 nd District (Argao to Santander)	Dalaguete NHS	Mrs. Ma. Elena Paras Mr. Luis Carin
		2 nd District (Ginatilan to Dumanjug)	Badian National High School	Dr. Corazon Pumar Mrs. Candida Purgatorio
		Third District (Barili to Pinamungajan)	Aloguinsan NHS	Dr. Gladys Balagtas Mr. Paterno Verano
		Third District (Balamban to Tuburan)	Looc Norte NHS	Mrs. Jane Gurrea Mr. Jose Gary Napoles
		Fourth District (excluding Bantayan Island)	Argawanon Integrated School	Dr. Gerardo Mantos Mr. Macario Ricarte
		Bantayan Island	Sta. Fe NHS	Mrs. Juvymar Montolo Mrs. Felisa Batuigas
		<p>Teacher-applicants are advised to bring with them, any of the following, as proof of identification: Drivers License/PRC License/SSS ID/ Voter's ID/ Company ID. No fees shall be collected from the teacher-applicants.</p> <p>Teachers who will be designated as Room Examiners shall be given two days service credits to commensurate their attendance during the briefing of examiners and on examination day.</p> <p>Request for special examination will not be entertained.</p>		
April 13 -17, 2015	5	Consolidation of applicants' rating during Interview, EPT, Demonstration Teaching and other criteria for ranking.		
April 20-29, 2015	10	Posting of the initial RQA in the Division Office. Request for corrections shall only be entertained during the posting period.		
April 30, 2015	1	Submission of 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 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. 14, s. 2014.
4. Immediate dissemination of and compliance with this Memorandum is desired.


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

ADM/rng15

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405	Website: www.depedcebuprovince.com
Asst. Schools Division Superintendent:	(032) 520-3216 loc 104	E-mail Add: depedcebuprovince@yahoo.com
	(032) 520-3216 loc 102 or Fax /tel. no. 236-4628	(Mr. Roseller Gelig)
Accounting Section:	(032) 254-2632	(Mrs. Gervacia Sanchez)
Disbursing Section:	(032) 255-4401	(Ms. Ma. Teresa Peralta)
Admin/Legal:	(032) 253-7847	(Mr. Jeremy Denampo)