



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

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



DIVISION MEMORANDUM

No. 173, s. 2015

MAR 20 2015

ANNOUNCING THE SCHEDULE OF SCREENING OF APPLICANTS TO THE POSITIONS OF TEACHER-II, TEACHER III, MASTER TEACHER 1, MASTER TEACHER II AND TRANSFEREES

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

1. In order to expedite the processing of transfer, promotion and hiring of teachers for S.Y. 2015 - 2016, this Office is directing all school heads and district supervisors to commence the process of preparing ranklists of transferees and qualified teachers for promotion to Teacher-2, Teacher 3, MT-1 and MT-2.

2. Each elementary/secondary school and district shall create its own School Screening Committee (SSC) and District Screening Committee, respectively. These committees are separate from the other committees created in connection with the screening of Teacher-1 applicants. However, the school or district may adopt the former, provided, the membership as stated in Section 3 of this Memorandum is complied.

3. The SCC shall be composed of the following:

Chair: School Head

Members: Three (3) most senior teachers/department heads
President of the Faculty Club

The DSC shall be composed of the following:

Chair: District Supervisor

Two (2) most senior School Heads

President of the Principals' Association

President of the District/Municipal Teachers' Association

3.1 The SSC shall have the following functions:

- a. Ranks applicants for transfer/reassignment.
- b. Verifies the authenticity of the documents submitted by the applicant/s for promotion. All members of the SSC shall affix initials on every page of the documents;
- c. Endorses the pertinent documents of the applicant/s for promotion to the District Screening Committee (DSC);
- d. Posts the results of ranking in three (3) most conspicuous places in school.

3.2 The District Screening Committees shall have the following functions:

- a. Consolidates the ranking of transferees;
- b. Evaluates the documents submitted using the criteria stipulated in DepEd Order No. 66, s. 2007 (for T1 and T2), MEC Order No. 29, s. 1979 (for MT positions);
- c. Conducts interview and other means of assessing the competence of the applicants for promotion (ex. Demonstration teaching);
- d. Submits the initial ranklist to the Personnel Selection Board of the Division for review.
- e. Posts the results of ranking in three (3) most conspicuous places in district office.

4. In the secondary level, the School Screening Committee shall perform the functions stipulated in 2.1 and 2.2 of this Memorandum.

5. A teacher who wishes to transfer from his/her current station to another is directed to submit his/her application letter to the Office of the SDS. The application letter must be accompanied with the following documents:

- a. CSC Form 212
- b. Latest appointment
- c. Updated Service Record
- d. Performance Rating for the last three rating periods
- e. Administrative Clearance (for transferees from other division/region)
- f. Endorsement from the principal/district supervisor (in case of transfer within the division) or Schools Division Superintendent/Regional Director (in case of transfer from other division or region)

6. The whole process of screening the aspirants for promotion and transfer shall begin not earlier than April 30, 2015. The results of the screening shall be submitted to the Division Office not later than May 22, 2015.

7. Teachers applying for promotion to T-2/T-3 position are advised to submit the documents enumerated in DepEd Order No. 66, s. 2007. Applicants for MT-1/MT-2 position shall have MEC Order No. 29, s. 1979 as guide.

8. In the elementary, the ranking for promotion shall be by district while in the secondary, it will be by school. Ranking for transfer/reassignment shall be by school, however in the elementary it shall be consolidated by district.

9. All ranking submitted to the Office of the undersigned, prior to the issuance of this Memorandum, are considered valid, unless otherwise invalidated by the Approving Authority. Subsequent school/district ranking however, either for promotion or transfer, shall follow this Memorandum.

10. Ranklist approved by the undersigned shall be posted in the school/district bulletin board for fifteen (15) calendar days.

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


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

ADM/rng2015

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