



February 22, 2016

**DIVISION MEMORANDUM**  
No. 108, s. 2016

**ANNOUNCING THE SCHEDULE OF THE INTERVIEW, TEACHING DEMONSTRATION, AND OTHER RELATED RECRUITMENT ACTIVITIES OF THE ELEMENTARY AND JUNIOR HIGH SCHOOL (JHS) FOR S.Y. 2016 - 2017**

**TO :** Assistant Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Public Elementary and Secondary School Heads

1. This Office hereby announces the schedule of the interview, teaching demonstration, skills test and other recruitment activities of the Elementary and Junior High School (JHS) for S.Y. 2016 – 2017, to wit:

Date	No. of Working Days	Cluster	Venue	Clustered Municipalities
Jan. 29, 2016	1	Last day of filing of application documents.		
Feb. 8 & 9, 2016	5	Consolidation of the listing of applicants by level & specialization		
Feb. 10 -19, 2016	4	Evaluation of application documents		
March 13, 2016	1	English Proficiency Test (EPT)	Minglanilla CES Minglanilla, Cebu	8:00 – 12:00 1:00 – 5:00
<b>Interview, Teaching Demo, &amp; Skills Test</b>				
March 14 -15, 201	2	Northeast Cluster	Carmen CES Carmen, Cebu	Cordova – Tabogon&Camotes Island
March 16 – 17, 2016	2	Northwest Cluster	San Remegio I CES San Remegio, Cebu	Balamban – Daanbantayan&Bantayan Island

April 7 & 8, 2016	2	Southeast Cluster	Argao I CES Argao, Cebu	Minglanilla - Santander
April 11 & 12, 2016	2	Southwest Cluster	Barili II CES Barili, Cebu	Pinamungajan - Samboan
April 13 - 15, 2016	2	Consolidation of applicants' rating during Interview, EPT, Demo Teaching, Skills Test and other criteria for selection and ranking		
April 18 - 28, 2016	10	Posting of the initial RQA in the Division Office. Request for corrections and other related concerns shall only be entertained during the posting period.		
April 29, 2016	1	Submission of RQA to the Office of the SDS for approval.		
May 2016		Hiring and placement of qualified applicants		
May 2016		Training of SHS Teachers		

2. All qualified applicants shall strictly observe the schedules as set above. They are likewise advised to bring the original copy/ies of their documents for reference purposes. All applicants are required to dress appropriately during the conduct of the interview, demo teaching and skills testing. Punctuality is a must.

3. All applicants are required to prepare the materials/consumables/ingredients for their skills test demonstration while equipment for the demonstration will be prepared by the DSC through the host school and the host cluster.

4. For purposes of the SY 2016 - 2017 Teacher Hiring, DepEd Order No. 7 s. 2015 is governing guidelines that will be followed. Grievance relative to the selection and hiring process of teachers shall likewise be governed by this Guidelines and whenever applicable as such other pertinent rules and regulations of Department governing recruitment, hiring and placement personnel.

5. All other earlier issuances/memoranda of this Office which are inconsistent with this Memorandum is hereby repealed, modified and rescinded accordingly.

6. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
 Schools Division Superintendent