



February 22, 2016

DIVISION MEMORANDUM
No. 109, s. 2016

ANNOUNCING THE SCHEDULE OF THE INTERVIEW, TEACHING DEMONSTRATION, SKILLS TEST AND OTHER RELATED RECRUITMENT ACTIVITIES OF THE SENIOR HIGH SCHOOL (SHS) 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 Senior High School (SHS) for S.Y. 2016 – 2017, to wit:

Date	No. of Working Days	Cluster	Venue	Clustered Municipalities
Feb. 11, 2016	1	Last day of filing of application documents.		
Feb. 12 & 18, 2016	5	Consolidation of the listing of applicants by Track/Strand/Specialization		
Feb. 19-26, 2016	4	Evaluation of application documents		
Feb. 27, 2016	1	Briefing of All SHS Applicants (Morning – Northern Cebu: Afternoon – Southern Cebu) Venue: Consolacion NHS , Consolacion, Cebu		
Interview, Teaching Demo, & Skills Test				
Feb. 29 & March 1, 2016	2	Northeast Cluster	Liloan NHS, Liloan, Cebu	Cordova – Tabogon&Camotes Island
March 2 & 3, 2016	2	Northwest Cluster	Tuburan NHS, Tuburan, Cebu	Balamban – Daanbantayan&Bantayan Island
March 7 & 8, 2016	2	Southeast Cluster	Dalaguete NHS, Dalaguete, Cebu	Minglanilla - Santander

March 9 & 10, 2016	2	Southwest Cluster	Bitoon NVHS, Dumanjug, Cebu	Pinamungajan - Samboan
March 13, 2016	1	English Proficiency Test (EPT)	Minglanilla I Central School, Minglanilla, Cebu	8: 00 am – 12:00 1:00 – 5:00
March 14-15, 2016	2	Consolidation of applicants' rating during Interview, EPT, Demo Teaching, Skills Test and other criteria for selection and ranking		
March 16 - 29, 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.		
March 30, 2016	1	Submission of RQA to the Office of the SDS for approval.		
April 2016		Hiring and placement of qualified applicants		
April 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. Attendance to the briefing on February 27, 2016 will be strictly enforced by the Division Selection Committee in order to facilitate the smooth conduct of the screening process. 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. Teaching and skills demonstration shall focus on the area of specialization applied or as maybe determined by the DSC based on the results of the evaluation of the documents submitted.
4. For purposes of the SY 2016 – 2017 SHS Teacher Hiring, DepEd Order No. 3 s. 2016 is governing guidelines that will be followed. Grievance relative to the selection and hiring process of the SHS 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.


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 Schools Division Superintendent