



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of CEBU PROVINCE

DIVISION MEMORANDUM

No. 013, S. 2020

**ANNOUNCING THE SCHEDULE OF RECRUITMENT AND SELECTION
OF SENIOR HIGH SCHOOL APPLICANTS FOR S.Y. 2019-2020**

To: Assistant Schools Division Superintendents
Division Chief Supervisors
Education Supervisors/Coordinators
Public Schools District Supervisorss
Elementary and Secondary School Heads
Elementary and Secondary Teachers
All Others Concerned

1. The field is hereby informed of the schedule of recruitment and selection of Senior High School (SHS) teachers for S.Y. 2020-2021 of this Division, to wit:

Date	Venue	Time	No. of Working Days	ACTIVITIES
January 3- February 7, 2020	Respective secondary schools with Senior High School	8:00 a.m.- 5:00 p.m.	1 month	<p>Submission of the applicants' pertinent documents in a folder with tabs to SSC for verification against the original documents and certification as to completeness, veracity, accuracy and authenticity of documents. The SSC shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted. Another copy will be retained to be attached in each folder of the applicant.</p> <ul style="list-style-type: none">• The school screening committee shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents• Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee.
January 15, 2020	Respective Senior High Schools	8:00 a.m.- 12:00 p.m.	½ day	<p>Organization of the School Screening Committee.</p> <p>The SSC shall be chaired by the School Head with a Department Head, three (3) teachers from the</p>

				different learning areas, and a representative of the School Governing Council (SGC) or the PTA Association.
Jan. 20, 2020	Division Office c/o ASDS Perico's Office	8:00 a.m.- 5:00 p.m.	1	Submission of names of personnel comprising the SSC by district and Division Sub-selection Committee for SHS of the district comprising the PSDS as the chairman with 4 secondary principals handling Senior High School or if short in number Junior High School principals using the attached form.
Jan. 23 , 2020	Division Office	8:00 a.m.- 5:00 p.m	1	Designation of members of the School Selection Committees and Division Sub- Selection Committees for SHS of the districts.
January 30, 2020	Ecotech Center	8:00 - 5:00 pm	1	Orientation of Division Selection and Division Sub-Selection Committees for SHS
February 4, 2019	Respective Districts	1:00-5:00 p.m.	½ day	Meeting of all members of Division Sub-Selection Committee, Assessors of Specialized Skills by respective PSDS
Feb. 12, 2020	Respective District Offices	8:00 a.m.- 5:00 p.m	1	Submission of pertinent documents of applicants by the respective School Selection Committees to the Division Sub- Selection Committees for rating of documents. Only one folder per applicant per teaching position with verified documents shall be submitted to the assigned committee.
Feb. 24-28, 2020	Respective District Offices	8:00 a.m.- 5:00 p.m.	5	Documents review by the respective Division Sub-selection committees for Senior High School of the districts.
March 5 , 2020	Respective District Offices	8:00 a.m.- 12:00 p.m.	Half day	1. Orientation of teacher-applicants of the hiring guidelines by the respective Division Sub-Selection Committees of the districts. PPT will be provided by the Division PSB for uniformity. 2. Confirmation of Preliminary Points
Schedule is to be announced later c/o Mrs. Socorro Relacion				1.English Proficiency Test Examinees are advised to bring ballpen, pencil, and valid identification card.
March 9-10, 2020	Respective District Offices	8:00 am- 5:00 pm	2	Interview of Teacher-applicants by the Division Sub-Selection Committee of the districts
March 11-17, 2020	Respective District Offices	8:00 am - 5:00 pm	5	Demonstration Teaching of Teacher-applicants. Examinees are advised to bring valid identification card. Schedules of demonstration teaching will be posted at the Respective Districts
March 18-20, 2020	Respective District Offices	8:00 am - 5:00 pm	3	Consolidation of applicants' rating during the interview, EPT, demonstration teaching, and other

				criteria for ranking by the Division Sub-Selection Committee of the districts
March 23, 2020	Division Office	8:00 a.m.- 5:00 p.m.	1	Submission of soft and hard copy of the initial District Rank Lists to the different chairs of the Division Selection Committees by subject group.
March 24- 27, 2020	Division Office	8:00 a.m.- 5:00 p.m	4	Consolidation of District Rank Lists to produce Division Registry of Qualified Applicants by the Chairs of the Different Subject Groups to be reviewed by the PSB
March 16- April 13, 2020	Division Office	8:00 am- 5:00 pm	15	Posting of the initial Division Registry of Qualified Applicants at the Division Office and its website. Request for corrections shall only be entertained during posting period.
April 17, 2020	Division Office	8:00 am- 5:00 pm	1	Submission of RQA to the Office of the SDS for approval.

2. Qualified applicants are advised to indicate in their application letter the SHS subject group they intend to teach and to submit the following documents in a folder to the School Heads of schools nearest to their residences:

	Applicants for Permanent Positions	Applicants for Part-Time Positions
Mandatory requirements	<ul style="list-style-type: none"> Letter of intent which shall indicate the following information: <ol style="list-style-type: none"> Statement of purpose/expression of interest Subject group he/she intends to teach Preferred school(s), if any CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture Certified photocopy of certificates of relevant specialized trainings, if any Certified copy of Voter's ID and/or any proof of residency National Bureau of Investigation (NBI) clearance Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant 	
Additional requirements	<ul style="list-style-type: none"> Certified photocopy of Diploma on Bachelor's degree Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license Certified photocopy of ratings obtained in the 	<ul style="list-style-type: none"> Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit.

	Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET)	
Additional requirements for TVL teacher-applicants	<ul style="list-style-type: none"> Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least the same level as the course to be taught in the subject to be taught (e.g. NC-II in SMAW to teach SMAW –NC II. 2Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses) 	
Additional requirements for TVL teacher-applicants	<ul style="list-style-type: none"> Certified photocopy of Trainers Methodology Certificate (TMC), if available 	
Additional requirement for HEI/TVI faculty	<ul style="list-style-type: none"> Certified photocopy of Certification of Status of Employment/Displacement/ Service Record from HEI/TVI 	

3. The composition of the Division Selection Committee is listed below.

DIVISION SELECTION COMMITTEES				
	Group I. Humanities and Social Sciences (HUMSS)	Group II. Accountancy, Business and Management (ABM)	Group III. Science, Technology, Engineering, and Mathematics (STEM)	Group IV. Technical Vocational , Livelihood (TVL)
Overall Coordinating Committee	Division Personnel Selection Board headed by ASDS Cartesa Perico			
Chairman	Mary Ann Flores	Novie Mangubat	Pamela Rodemio	Jose Gary Napoles
* EPS	Maria Chona Redoble Rosemarie Oliverio	Jane Gurrea Nenita Jaralve Clavel Salinas	Isaiash Wagas Juvimar Montolo Ma. Elena Paras	Gerardo Mantos Araceli Cabahug Raul Jumaoas
* NAPSSHI	Elma Larumbe	Candida Purgatorio	Arlene Buot	Marivic Yballe
* Secondary Faculty Association	Rolando Beduya	Rogelio Maunes	Arts Vincenth Gayoso	Renato Banciloy
* Authorized Representative of a duly recognized organization/industry				
*Regional EPS				

4. Secondary Teachers who applied in Junior High Teacher I Position can still apply in Senior High School Positions in which case the applicants shall prepare separate folder and state the subject group they intend to apply.

5. The recruitment, selection, and subsequent hiring of qualified teacher-applicants shall be governed by the following issuances

a. DepEd Order No. 3, s. 2016, *"Hiring Guidelines For Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017"*

b. DepEd Order No. 32, s. 2016, *"Addendum to DepEd Order No. 3, s. 2016 (Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017)*

c. DepEd Order No. 51, s. 2017, *" Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines"*

6. As provided for in the above mentioned DepEd Order, applicants who are already teaching with the DepEd in elementary or junior high schools, Part VII. Evaluation Criteria and Computation of Points of the Order shall apply. A separate Registry of Qualified Applicants for existing regular teachers shall be produced.

7. Meals and snacks of the members of the Division Selection Committees, Division Sub-selection Committees, venue during orientation and other related expenditures are chargeable against Division MOOE subject to the usual accounting rules and regulations.

8. Immediate dissemination of and compliance with this Memorandum is desired.


MARILYN S. ANDALES, Ed. D., CESO V
Schools Division Superintendent




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FORM FOR THE DIVISION SUB-SELECTION COMMITTEE
SENIOR HIGH SCHOOL TEACHER POSITIONS
School Year 2020-2021

District: _____

Senior High School	Chairman: PSDS Members: 4 Secondary Principals: 1. _____ 2. _____ 3. _____ 4. _____
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Submitted by:

PSDS

Note: To be submitted in long bond paper



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