



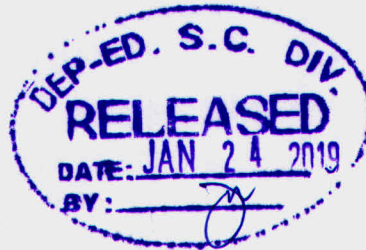
Republic of the Philippines
Department of Education
Caraga Administrative Region
SCHOOLS DIVISION OF SURIGAO CITY
CV Diez Compound, Surigao City



RECORDS
FILE

DIVISION MEMORANDUM

No. 17 s. 2019



January 23, 2019

TO: Division Selection Committee (DSC)
PSDS / District In Charge
Elementary / Secondary Principals / SIC
This Division

SELECTION PROCESS TIMELINE OF KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL TEACHER-APPLICANTS FOR TEACHER POSITIONS SY: 2019 – 2020

1. In anticipation of the new Teacher items and/or vacancies due to promotion / resignation for SY: 2019 – 2020, all public School Heads are directed to accept applicants for Teacher Position (Kindergarten, Elementary, Junior High School and Senior High School)) starting February 4, 2019. The School Heads shall organize the School Screening Committee pursuant to DepEd Order No. 7, s. 2015 re: Hiring Guidelines for K to 10 Teacher-Applicants for Teacher I Positions and DepEd Order No. 3, s. 2016 for Senior High School.
2. An applicant shall submit their pertinent papers to the nearest public elementary or secondary school thru the principal or school head.
3. Below is the selection process timeline:

Date	Activities	Remarks
Feb. 4 – 8, 2019	Submission of application and other pertinent documents to School Screening Committee (SSC)	
Feb. 11 - 14, 2019	Validation of applications and documents of applicants by the SSC	School Heads and SSC shall verify all documents as to completeness and authenticity. The SSC shall issue a certification to the applicant as to the documents submitted in support of the application (DO 7, s. 2015 and DO 3, s. 2016)
Feb. 15, 2019	Submission of pertinent documents to the Office of the Schools Division Superintendent thru the Division Screening Committee (DSC)	
Feb. 18 – Mar. 15, 2019	Review of documents by the DSC	
Mar. 18 - 22, 2019 (K-10) Mar. 25 – 29, 2019 (SHS)	Interview and Demonstration Teaching	K – Grade 6 : Surigao City Pilot School Junior HS: Surigao City NHS Senior HS: Surigao City NHS
April 1 - 12, 2019	Deliberation of the Final Results by the DSC	
Apr. 15 - 19, 2019	Posting of the Final Result of the Registry of Qualified Applicants (RQA)	

4. Applicants on the previous years may write / submit to the School Head the letter of intent to update their application with supporting documents.
5. Enclosed is the checklist of required documents and certification from the SSC as to completeness, veracity and authenticity of the documents submitted by the teacher-applicants.
6. Immediate dissemination of this memorandum is desired.

[Signature]
GUIDA G. BERTE, PhD, CESO VI
Schools Division Superintendent

Reference: DO #7, s. 2015; DO #3, s. 2016

Enclosure: Checklist of Required Documents and Certification

Perpetual Index:

Selection

Hiring

Process timeline

Name of Applicant: _____ **Course/Specialization:** _____

Address: _____

Level: _____

PBET / LET Rating: _____

Preferred School _____

Checklist of Required Documents	Yes	No	Remarks
B. Application Letter supported by the following documents:			
• CSC Form 212 (revised 2017) in two copies with the latest 2 x 2 ID picture taken within the last 6 months with plain background			
• Photocopy of PRC License (Date of validity should not be expired at the time of application)			
• Photocopy of ratings obtained in the LET / PBET and PRC certificate of Good Standing			
• Photocopy of transcript of records for baccalaureate course and Graduate studies (if any)			
• Certificate of Authentication and Verification (CAV) from Commission on Higher Education (CHED)			
• Copies of Service Record / certification for those with teaching experience			
• Certificates of specialized training			
• Photocopy of the voter's ID and/or any proof of residency as deemed acceptable by the screening committee			
• NBI Clearance			
• Omnibus certification of authentication and veracity of all documents submitted			
✓ All pertinent documents must be properly arranged following the above sequence and to be placed in a white long folder with fastener			
<i>Note: The applicant assumes full responsibility and accountability on the validity and authenticity of all documents submitted, as evidenced by the Omnibus certification of authenticity. Any violation will automatically disqualify the applicant from the selection process.</i>			

CERTIFICATION

THIS IS TO CERTIFY that the above mentioned teacher-applicant is eligible for Kindergarten / Elementary / Junior High School Evaluation process as to completeness, authenticity and veracity of the documents submitted.

School Screening Committee:

_____	_____	_____
Member	Member	Member
_____	_____	_____
Member	Member	School Head

Name of Applicant: _____ **Course/Specialization:** _____
Address: _____
Preferred School: _____
Track: _____
Strand: _____

CERTIFICATION

Checklist of Required Documents		Yes	No	Remarks
Mandatory	• Letter of intent which shall indicate the following information: a. Statement of purpose/expression of interest b. Subject group he/she intends to teach c. Preferred school(s), if any			
	• CSC Form 212, Revised 2005 (PDS) 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			
	• NBI clearance			
	• Omnibus certification of authenticity and veracity of all documents submitted			
	• Certified photocopy of Diploma on Bachelor's degree			
	• Certified photocopy of TOR with at least 15 units of specialization in relevant strand/specialized subject			
	• Certification, Authentication and Verification (CAV) from Comm. on Higher Education (CHED)			
	• Certified photocopy of PRC professional ID card/ license			
	• Certified photocopy of LET / PBET ratings obtained			
	• Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit.			
Additional (for TVL Teacher-applicants)	• TESDA National Certificate (NC) of at least one level higher than course to be taught in subject to be taught			
	• Certified photocopy of Trainers Methodology Certificate (TMC), if available			
(for Arts / Design and Sports track applicants)	• Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild			
(for HEI Faculty)	*Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI			

THIS IS TO CERTIFY that the above mentioned teacher-applicant is eligible for SHS Evaluation process as to completeness, authenticity and veracity of the documents submitted.

School Screening Committee:

_____	_____	_____
Member	Member	Member
_____	_____	_____
Member	Member	School Head



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IMPORTANT ANNOUNCEMENT

DepEd – Division of Surigao City is now **ACCEPTING TEACHER – APPLICANTS FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL** for School Year 2019 – 2020 starting February 4 - 8, 2019.

1. An applicant shall submit their pertinent papers to the nearest public elementary or secondary school thru the principal or school head supported with the following documents:
 - CSC Form 212 (revised 2017) in two copies with the latest 2 x 2 ID picture taken within the last 6 mos. w/ plain background
 - Photocopy of PRC License (Date of validity should not be expired at the time of application)
 - Photocopy of ratings obtained in the LET / PBET and PRC certificate of Good Standing
 - Photocopy of transcript of records for baccalaureate course and Graduate studies (if any)
 - Certificate of Authentication and Verification (CAV) from Commission on Higher Education (CHED)
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- ✓ All pertinent documents must be properly arranged following the above sequence and to be placed in a white long folder with fastener
2. Applicants on the previous years may write / submit to the School Head the letter of intent to update their application with supporting documents.

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