

July 17, 2019

**DIVISION MEMORANDUM**  
 No. 204 s. 2019

**SUBMISSION OF APPLICATION DOCUMENTS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS FOR SY 2019-2020**

**To:** The Division Selection Committee (Senior High School)  
 School Screening Committee  
 Education Program Supervisors/Action Officers  
 Public Schools District Supervisor  
 Secondary School Heads/Principals  
 All Interested and Qualified Applicants

1. Due to the shortage of qualified applicants for Senior High School teaching positions and to augment the need for qualified applicants in the Schools Division of Abra, this office announces the submission of pertinent documents of all interested applicants for **Senior High School on or before July 31, 2019** at the Schools Division Office.
2. School Screening Committee are advised to revisit their functions stipulated in D.O. No. 3, s. 2016 Section 2.2 and act on these accordingly prior to submission of applications to the Division Selection Committee for a more objective, efficient and effective evaluation and selection process.
3. The following required documents should be placed in **two (2) separate folders** (1 original copy and 1 xerox copy) which **should be properly arranged and labeled** following the sequence as hereunder presented as follows:

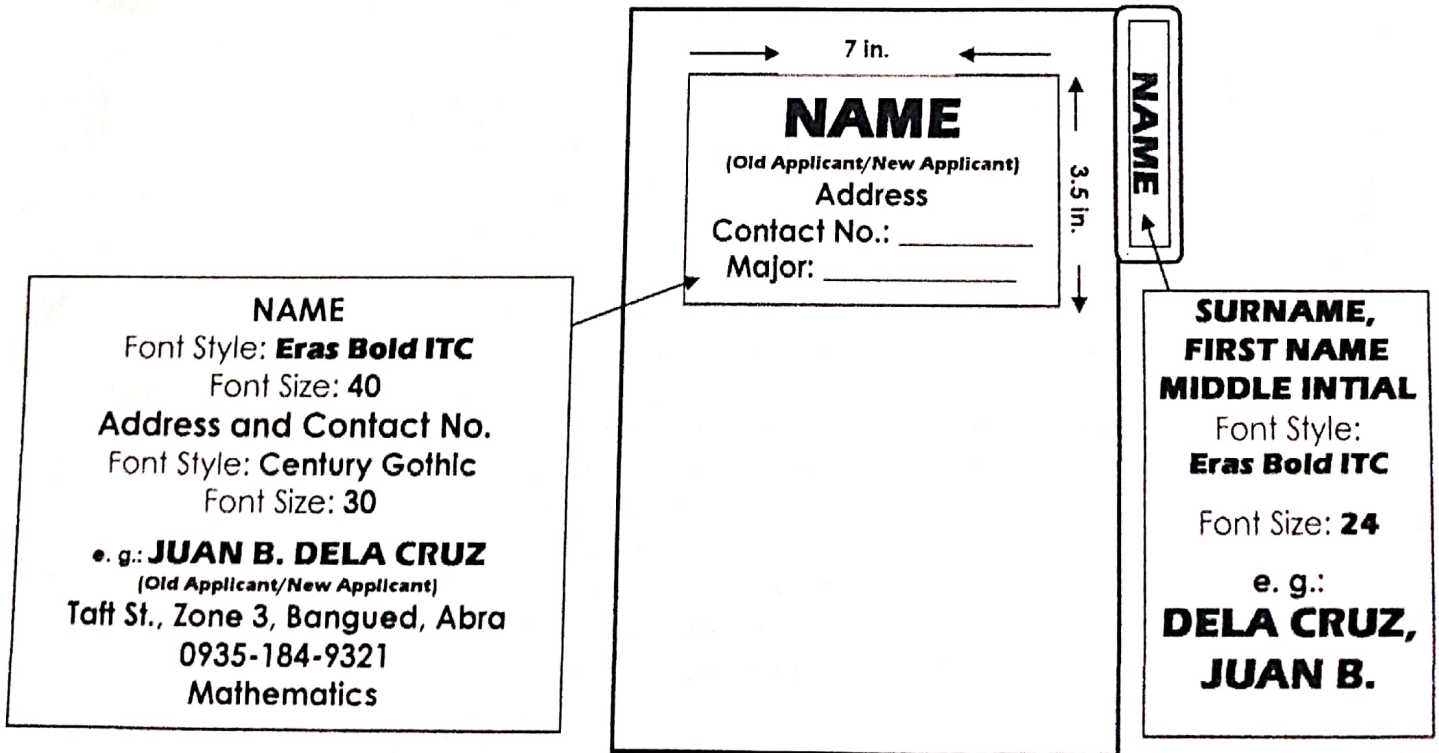
NO	CRITERIA	ACADEMIC & CORE SUBJECTS	TVL	Reference Documents
1	Education	20	15	Official Transcript of Records & Certification indicating the <b>General Weighted Average (GWA)</b> ( <i>this is a must</i> ) signed by the School Registrar
2	Teaching/ Industry/ Workplace Experience	15	20	Service Record or Certificate of Employment
3	Specialized Training and Skills	10	20	National Certificate or any certificate of specialized training and skills related to the position applied for
4	Interview	15	15	Results of Interview
5	English Communication Skills	10	5	EPT Results (DepEd – BEA)



NO	CRITERIA	ACADEMIC & CORE SUBJECTS	TVL	Reference Documents
6	Portfolio/ Outstanding Achievements	10	10	Published Work; Recognized Innovations and Accomplishments in Research and Development; Prizes, Award, Recognitions, and Letters of Commendations (Theses or major academic cores; exemplary performance; and work and/or academic projects)
5	Demonstration Teaching	20	15	Results of Demonstration Teaching
<b>TOTAL POINTS</b>		<b>100</b>	<b>100</b>	

4. To facilitate the process in evaluation and assessment of documents, the color of folders per track are as follows:
  - 4.1 HUMSS – RED
  - 4.2 ABM – YELLOW
  - 4.3 STEM – BLUE
  - 4.4 TVL – GREEN
  
5. Applicants should follow the format of the folder to better facilitate the process in evaluating and assessing of documents as follows:

### FOLDER FORMAT





**Note:**

- a. For old applicants, retrieve all your application requirements from the Division Selection Committee to prepare your documents again and to update your credentials following these guidelines.
  - b. Use ordinary paper folder only (not the glossy one) and all documents should be fastened.
  - c. Include table of contents after your application letter and use tabs/tabings to indicate the sequence of your pertinent documents for easy perusal.
  - d. For female applicants, if married after the submission of the documents, notify the secretariat regarding your status and your new surname/family name as soon as possible.
  - e. If you have several mobile phone numbers, disclose only two of your most used numbers, and if you have changed your contact number, inform the secretariat for the preparation of directory by the Administrative Officer IV-Human Resource Management Officer.
  - f. Applicants are required to follow these guidelines to better facilitate the whole process. (GWA is a must.)
  - g. After assessment, applicants can retrieve all their documents from the secretariat.
  - h. For inquiries or clarifications, please feel free to contact *Ms. Gemma B. Cabutaje, HRMO* at 0965-516-9360 at DepEd Division Office.
6. As stipulated in the Enclosure to DepEd Order No. 3, s. 2016 (Part 5.2) an **applicant** shall submit to the Schools Division Office a written application (preferably with the Unique Applicant Number (UAN)), supported by the following documents:

	Applicants for Permanent Positions	Applicants for Part-Time Positions
<b>Mandatory Requirements</b>	<ul style="list-style-type: none"> <li>• Letter of Intent which shall indicate the following information:               <ul style="list-style-type: none"> <li>❖ Statement of purpose/expression of interest</li> <li>❖ Subject group he/she intends to teach</li> <li>❖ Preferred school(s), if any</li> </ul> </li> <li>• CSC Form 212 (Revised 2017) in two copies with the latest 2 x 2 ID picture</li> <li>• Certified Photocopy of certificates of relevant specialized trainings, if any</li> <li>• Certified copy of the Voter's ID and/or any proof of residency</li> <li>• National Bureau of Investigation (NBI) Clearance</li> <li>• Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Certified photocopy of Diploma on Bachelor's Degree</li> <li>• Certified photocopy of Transcript of Records (OTR) with at least 15 units of specialization in relevant strand/specialized subject</li> <li>• Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license</li> <li>• Certified photocopy of ratings obtained in the Licensure</li> </ul>	<ul style="list-style-type: none"> <li>• Written approval from his/her head of unit if he/she is currently by the national government or the local government unit</li> </ul>



	Examination for Teachers (LET)/ Professional Boars Examination for Teachers (PBET)	
<b>Additional Requirements for TVL teacher-applicants</b>	<ul style="list-style-type: none"> <li>• Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)</li> <li>• Certified photocopy of Trainers Methodology Certificate (TMC), if available</li> </ul>	

7. The English Proficiency Test shall be conducted by the Bureau of Education Assessment (BEA) to all applicants without EPT in the Division and those with expired EPT (valid for 2 years from the time of the test administration). It shall be scheduled upon confirmation with and approval of the BEA. The testing center shall be designated by the Division Selection Committee.
8. The Division Selection Committee shall review, validate, consolidate the assessment results for approval of the SDS
9. For immediate dissemination and guidance of all concerned.

**Note:** For old applicants, please present the Report of Rating only for SY 2019-2020 and documents as evidence for updating of points if there are.

**AMADOR D. GARCIA, SR., Ph.D.**  
 Acting Assistant Schools Division Superintendent  
 Officer-In-Charge, Office of the Schools Division Superintendent