

July 17, 2019-

DIVISION MEMORANDUM
No. 206 s. 2019

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

To: The Division Selection Committee for Junior High School (D.O. 22, s. 2015)
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 Junior High School teaching positions assessed based on D.O. 7, s. 2015 and to augment the need for qualified applicants in the Schools Division of Abra, this office announces the submission of additional supporting documents of all interested teacher applicants who have previously underwent the recent evaluation process (per DO 7, s. 2015) but were not included in the Registry of Qualified Applicants (RQA) and new applicants **on or before July 31, 2019** at the Schools Division Office.
2. Old applicants shall no longer undergo the entire evaluation process again; only a recalibration or updating of points in accordance with the modified point system set in the guideline provided under DO 22, s. 2015 re; Hiring Guidelines for the Remaining Teaching Positions Effective School Year 2015-2016 and shall no longer resubmit their documentary requirements but may submit additional supporting documents to update their points (Section 5.1)
3. Applicants shall be evaluated using the following criteria:


| NO | CRITERIA | POINTS | Reference Documents |
|----|---------------------------------|--------|--|
| 1 | Education | 20 | Official Transcript of Records & Certification indicating the General Weighted Average (GWA) signed by the School Registrar |
| 2 | Teaching Experience | 15 | Service Record or Certificate of Employment |
| 3 | LET/PBET Rating | 15 | Authenticated Copy of the LET/PBET Rating |
| 4 | Specialized Training and Skills | 10 | National Certificate or any certificate of specialized training and skills related to the position applied for |
| 5 | Interview | 10 | Results of Interview |
| 6 | Demonstration Teaching | 15 | Results of Demonstration Teaching |
| 7 | Communication Skills | 15 | EPT Results (DepEd – BEA) |

Note: Members of the D.O. 22, s. 2015



4. As stipulated in DepEd Order No. 22, s. 2015 (Section 5.3) **new applicants** shall submit to the Schools Division Office a written application (preferably with the Unique Applicant Number (UAN)), supported by the following documents which should be properly placed in two (2) folders which are as follows:
 - 4.1 CSC Form 212 (Revised 2017) in two copies with the latest 2 x 2 ID picture
 - 4.2 Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
 - 4.3 Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)
 - 4.4 Certified copy of transcript of records
 - 4.5 Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability
 - 4.6 Certificates of specialized training, if any
 - 4.7 Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the school screening committee
 - 4.8 NBI Clearance
 - 4.9 Omnibus certification of authenticity and veracity of all documents submitted signed by the applicant.
5. The English Proficiency Test shall be conducted by the National Education Testing and Research Center (NETRC) to all applicants without EPT and those with expired EPT results (valid for 2 years from the time of the test administration) in the Division. It shall be scheduled upon confirmation with and approval of the NETRC. The testing center shall be designated by the Division Selection Committee.
6. The Division Selection Committee shall validate, review and consolidate results of assessment for approval of the SDS
7. For immediate dissemination and guidance of all concerned.

Note: For old applicants, please submit your intention and attach the Report of Rating (ROR) and other documents which are not credited if there are for updating of points.


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Officer-In-Charge, Office of the Schools Division Superintendent