



Republic of the Philippines
Department of Education

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DIVISION MEMORANDUM
No. 076 s.2021

DATE: February 26, 2021

**SUBMISSION OF APPLICATION DOCUMENTS FOR SENIOR HIGH SCHOOL TEACHING POSITIONS
FOR SY 2021-2022**

To: The Human Resource Merit promotion and Selection Board (HRMPSB)
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
All Others Concerned

- To ensure on the Timeliness in the submission of documents of Teacher Applicants under DepEd Order No. 3, s. 2016, re: Hiring Guidelines for Teaching positions for Senior High School in the Schools Division of Abra, the Registry of Qualified Applicants (RQA) should be ready by the last week of every year so that qualified applicants may be appointed before the opening of classes of each school year. In compliance with the provisions, please be guided with the following timelines set by the Division Selection Committee (DSC):

ACTIVITY	Responsible	Timeline
a. Filing and Submission of Application documents to Schools Division Office <i>Two folders [one (1) original & one (1) xerox copy] are to be submitted to the Schools Division Office</i>	Applicants	March 1-5, 2021
b. Review of submitted documents <i>*For regular teacher applicants who wish to apply for senior high school, the HRMPSB is tasked to evaluate and assess their applications following the Part VII Evaluation and Computation of Points on DO no. 3 s. 2016.</i>	Division Selection Committee	March 8-12, 2021
c. Conduct of Interviews, Demonstration Teaching, Specialized Training and Skills in the Kindergarten, Elementary and Secondary Level (JHS & SHS). (Exclusive of Saturday, Sunday and Holiday) Online interviews and demo may be arranged by the DSC.	Division Selection Committee	March 15-31, 2021
d. Consolidation and validation of the DSC of the RQAs for all levels and posting tentative RQA Results (Exclusive of Saturday, Sunday and Holiday)	Division Selection Committee/HRMPSB/ Secretariat	April 5-8, 2021



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e. Posting tentative RQA Results (Exclusive of Saturday, Sunday and Holiday) and receiving of queries.		April 9-19, 2021
f. Finalization and signing of the RQAs by the DSC	Division Selection Committee	April 20, 2021
g. Submission of RQAs for Approval	ASDS	April 20, 2021
h. Approval of final RQAs and posting of RQAs for Kindergarten, Elementary and Secondary (JHS and SHS)	SDS HRMO	April 20, 2021
i. Retrieval of application documents	HRMO	April 21-May 21, 2021

The following required documents should be placed in **two (2) separate folders** (1 original copy and 1 photocopy) which **should be properly arranged and labeled** following the sequence as hereunder presented as follows:

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



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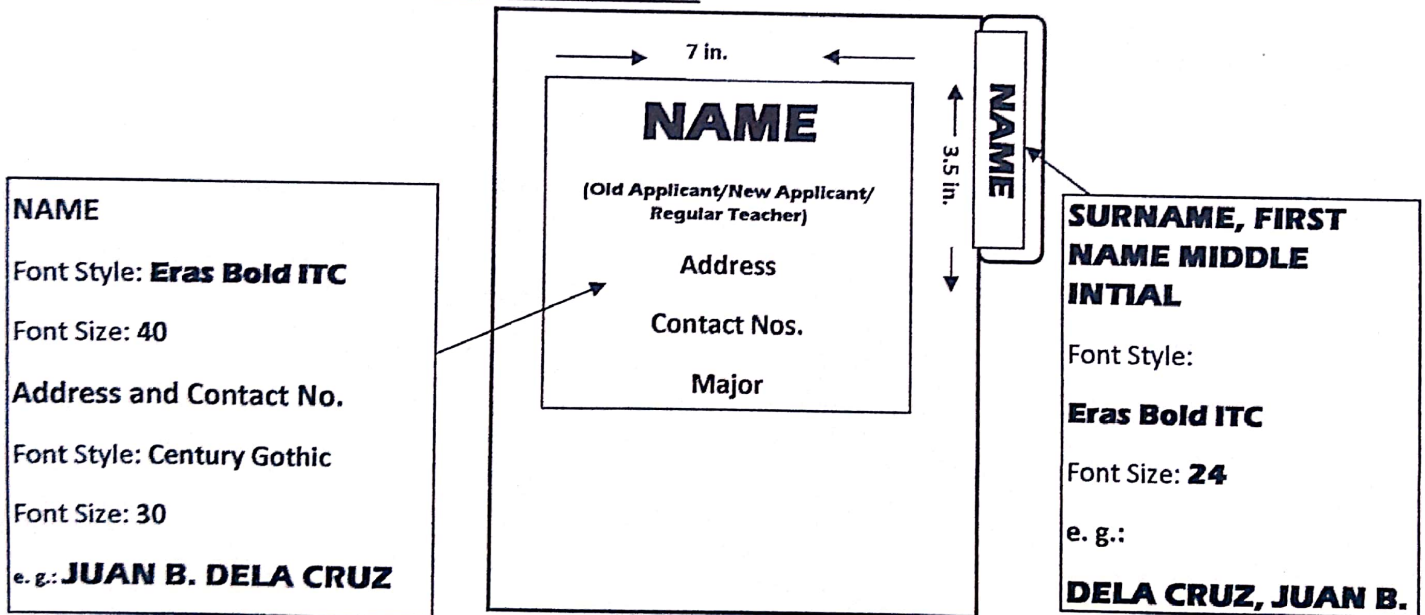


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G	Demonstration Teaching	20	15	Results of Demonstration Teaching
TOTAL POINTS		100	100	

2. To facilitate the process in evaluation and assessment of documents, the color of folders per track are as follows:
 - a. HUMSS – **RED**
 - b. ABM – **YELLOW**
 - c. STEM – **BLUE**
 - d. TVL – **GREEN**
3. 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 and new applicants, prepare and submit your documents following these guidelines.
- b. Use ordinary paper folder (not the glossy one) and all documents should be fastened.
- c. Include table of contents after your application letter and use tabs/tabblings 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.



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- f. Applicants are required to follow these guidelines to better facilitate the whole process.
- g. For inquiries or clarifications, please feel free to contact *Ms. Gemma B. Cabutaje, HRMO* at 0965-516-9360 at DepEd Division Office.
4. 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 supported by the following documents:

	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: <ul 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 2017) in two copies with the latest 2 x 2 ID picture • Certified Photocopy of certificates of relevant specialized trainings, if any • Certified copy of the 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 Official Transcript of Records (OTR) 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 Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET) 	<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
Additional Requirements for <u>TVL</u> teacher-applicants	<ul style="list-style-type: none"> • 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) • Certified photocopy of Trainers Methodology Certificate (TMC), if available 	



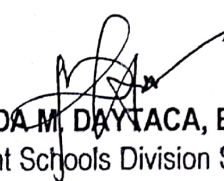
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5. The English Proficiency Test shall be conducted by the Bureau of Education Assessment (BEA) to all applicants. It shall be scheduled upon confirmation with and approval of the BEA. The testing center shall be designated by the Division Selection Committee. The EPT result shall only be valid for 2 years from the date of examination. Expired EPT results shall not be counted. Applicants may retake the EPT. Where the applicant has two valid EPT results, the higher result will be considered.
6. The Division Selection Committee shall be responsible to perform their functions as specified in *DO no. 3 s. 2016-part VI section 3.2 a to h* for all new teacher applicants.
7. For regular teacher applicants who wish to apply for senior high school the HRMPSB is tasked to evaluate and assess their applications following the *Part VII Evaluation and Computation of Points on DO no. 3 s. 2016*.
8. The Division HRMPSB shall consolidate, validate and thoroughly review the Registry of Qualified Applicants and submit said RQAs for approval of the Schools Division Superintendent.
9. For immediate dissemination and guidance of all concerned.


BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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