



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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DIVISION MEMORANDUM
 No. 047, s. 2021

February 9, 2021

**SUBMISSION OF APPLICATION DOCUMENTS FOR QUALIFIED APPLICANTS
 FOR TEACHER I POSITIONS FOR SY 2021-2022**

To: **Division Selection Committee (DSC)
 School Screening Committee
 Education Program Supervisors/Action Officers
 Public Schools District Supervisors
 Elementary/Secondary School Heads/Principals
 All Interested and Qualified Applicants
 All Others Concerned**

1. Pursuant to Sec. 8.10 of DepEd Order No. 7, s. 2015, re Hiring Guidelines for Teacher I positions, and Sec. 8.18 of DepEd Order No. 50, s. 2016, re: Hiring Guidelines for Teacher I positions in Schools Implementing Indigenous Peoples Education (IPEd), 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. Coordination Meeting	PSB, DSC, Support Staff (ADAS and ITO/ IT Focal)	February 10, 2021
b. Filing and Submission of Application documents to the different schools <i>Two folders [one (1) original & one (1) xerox copy] are to be submitted to the different schools * The School Screening Committees shall check and certify completeness of the documents submitted by the applicants</i>	Applicants School Selection Committee	February 11-19, 2021
c. Deadline of Submission of the Lists of Applicants with the corresponding documents as stated in DepEd Order no. 7, s. 2015 and DepEd Order No. 50, s. 2016 by the School Screening Committee at the Schools Division Office	School Screening Committee	February 23-26, 2021
d. Conduct of Interviews, Demonstration Teaching, Specialized Training and Skills in the Kindergarten, Elementary and Secondary Level (JHS). (Exclusive of Saturday, Sunday and Holiday) Online interviews and demo may be arranged by the DSC.	Division Selection Committee	March 1-5, 2021



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e. 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	March 8-9, 2021
f. Finalization of the RQAs by the DSC	Division Selection Committee	March 10-12, 2021
g. Submission of RQAs for Approval	ASDS	March 12, 2021
h. Approved final RQAs and printing of results Reproduction and Dissemination/distribution of the copies RQAs for Kindergarten, Elementary and Secondary (JHS and SHS)	SDS HRMO	March 17, 2021

Note:

- 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.
- Use ordinary paper folder only (not the glossy one) and all documents should be fastened.
- Include table of contents after your application letter and use tabs/tabblings to indicate the sequence of your pertinent documents for easy perusal.
- 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.
- 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.
- Applicants are required to follow these guidelines to better facilitate the whole process. (GWA is a must.)
- Within a month after assessment, applicants can retrieve all the documents. Unclaimed documents will be considered dead files.

2. As stipulated in the Enclosure to DepEd Order No. 7, s. 2015 (Part 5.2) and DepEd Order No. 50, s. 2016 (Part 5.3) an **applicant** shall submit to the school head of elementary and secondary school where a teacher shortage or vacancy (regular and/or natural) exists, a written application letter, supported by the following documents:

DepEd Order No. 7, s. 2015	DepEd Order No. 50, 2016
a. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture	a. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture
b. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and	b. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and





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<p>other information recorded in the PRC Office</p> <p>c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)</p> <p>d. Certified copy of transcript of records</p> <p>e. 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</p> <p>f. Certificates of specialized training, if any</p> <p>g. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee</p> <p>h. NBI Clearance</p> <p>i. Omnibus certification of authenticity and veracity of documents submitted</p>	<p>other information recorded in the PRC Office</p> <p>c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)</p> <p>d. Certified copy of transcript of records</p> <p>e. 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</p> <p>f. Certificates of specialized training, if any</p> <p>g. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee</p> <p>h. NBI Clearance</p> <p>i. For applicants who by ethnicity belong to an ICC/IP community, a certificate or any form of attestation from the IP elder(s)/leader(s) recognized by the community attesting that the applicant is a member of the IP community</p> <p>j. Omnibus certification of authenticity and veracity of documents submitted</p>
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3. To facilitate the process in evaluation and assessment of documents, the color coding of folders are as follows:

ELEMENTARY:

- * Regular – **WHITE**
- * Indigenous People (IP) – **LIGHT PINK**

JUNIOR HIGH SCHOOL:

- * English – **DARK PINK**
- * Filipino – **LIGHT GREEN**
- * Mathematics – **LIGHT BLUE**
- * Science (All Branches) – **BROWN**
- * Religious/Values Education – **VIOLET**
- * Araling Panlipunan/Social Studies/Political Science – **ORANGE**
- * TLE - **GREEN**

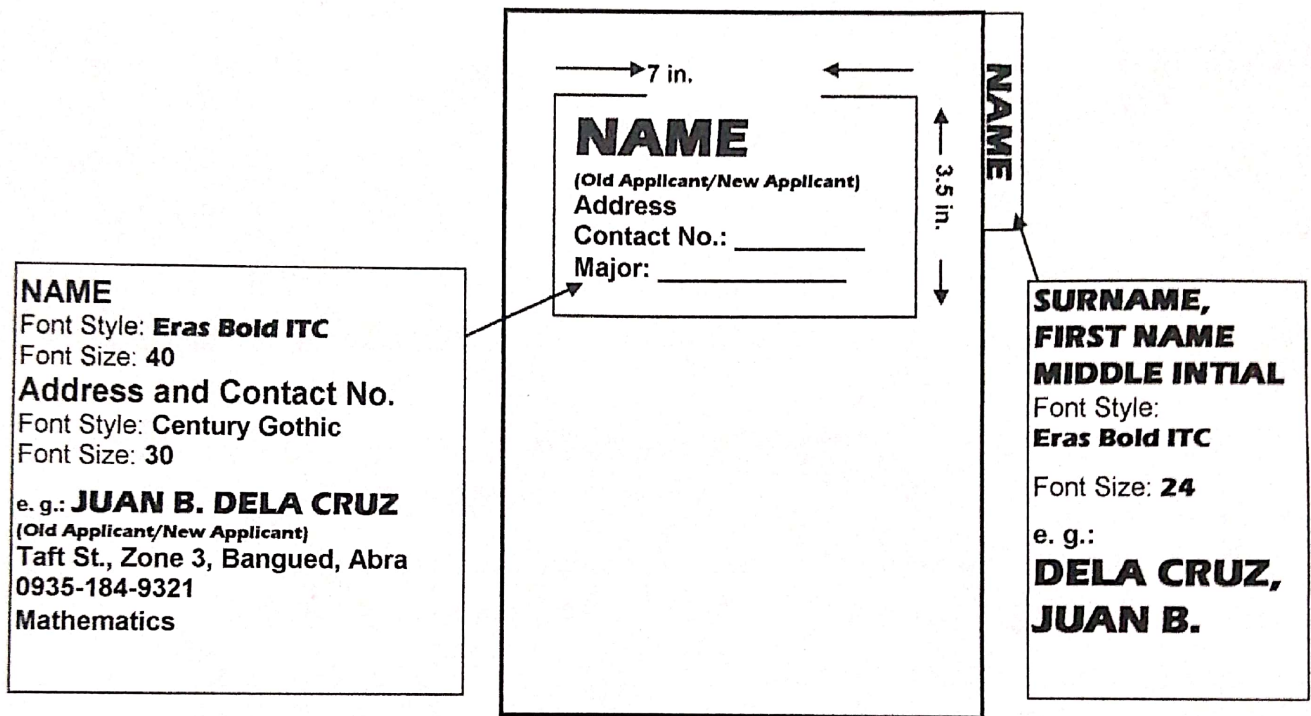




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4. Applicants should follow the format of the folder to better facilitate the process in evaluating and assessing of documents as follows:

FOLDER FORMAT



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 DSC. The EPT result shall only be valid with 2 years taken from the date of examination. Expired EPT results shall not be counted.
6. 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.
7. Applicants who are applying under DepEd Order No. 7, s. 2015 and DepEd Order No. 50, s. 2016 should prepare separate folders to better facilitate the process.
8. For immediate dissemination and guidance of all concerned.

GLORIA B. BUYA-AO
 Schools Division Superintendent

ABC/DM- Submission of Application.....



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