



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

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DIVISION MEMORANDUM
 No. 050, s. 2021

February 10, 2021

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 047 S. 2021 ON THE
 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**

- To ensure on the Timeliness in the submission of documents of Teacher Applicants under 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	HRMPSB, DSC, Support Staff (ADAS and ITO/ IT Focal)	February 10, 2021
b. Orientation of school heads through virtual	DO 7 s. 2015-Henrieta Bringas DO 50 s. 2016-Adelaida Bogayao Agreements-Gemma Cabutaje	February 16, 2021 @8:00am
c. 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 11-26, 2021
d. Deadline of Submission of the Lists of Applicants with the corresponding documents as stated in DepEd Order no. 7,	School Screening Committee	March 1-5, 2021





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s. 2015 and DepEd Order No. 50, s. 2016 by the School Screening Committee at the Schools Division Office		
e. Review of submitted documents	Division Selection Committee	March 8-12, 2021
f. 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 15-31, 2021
g. 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
h. Posting tentative RQA Results (Exclusive of Saturday, Sunday and Holiday) and receiving of queries.		April 9-19, 2021
i. Finalization and signing of the RQAs by the DSC	Division Selection Committee	April 20, 2021
j. Submission of RQAs for Approval	ASDS	April 20, 2021
k. Approval of final RQAs and posting of RQAs for Kindergarten, Elementary and Secondary (JHS and SHS)	SDS HRMO	April 20, 2021
l. Retrieval of application documents	HRMO	April 21-May 21, 2021

Note:

- For old and new applicants, prepare and submit your documents 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/tabbings 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.





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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 other information recorded in the PRC Office	b. 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
c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)	c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)
d. Certified copy of transcript of records	d. Certified copy of transcript of records
e. Copies of service records, Certificate of Employment, if LGU Paid, Volunteer Teacher, Contract of Service (LSA signed by the SDS) performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability	e. Copies of service records, Certificate of Employment, if LGU Paid, Volunteer Teacher, Contract of Service (LSA signed by the SDS) performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability
f. Certificates of specialized training, if any.	f. Certificates of specialized training, if any
g. Certified copy of the Voter's ID and/or any proof of residency issued by the Barangay Captain	g. Certified copy of the Voter's ID and/or any proof of residency issued by the Barangay Captain
h. Omnibus certification of authenticity and veracity of documents submitted	h. Certification from the Indigenous People Mandatory Representative
	i. Omnibus certification of authenticity and veracity of documents submitted

3. To facilitate the process in evaluation and assessment of documents, the color coding of folders are as follows:

ELEMENTARY:

* Regular - **WHITE**





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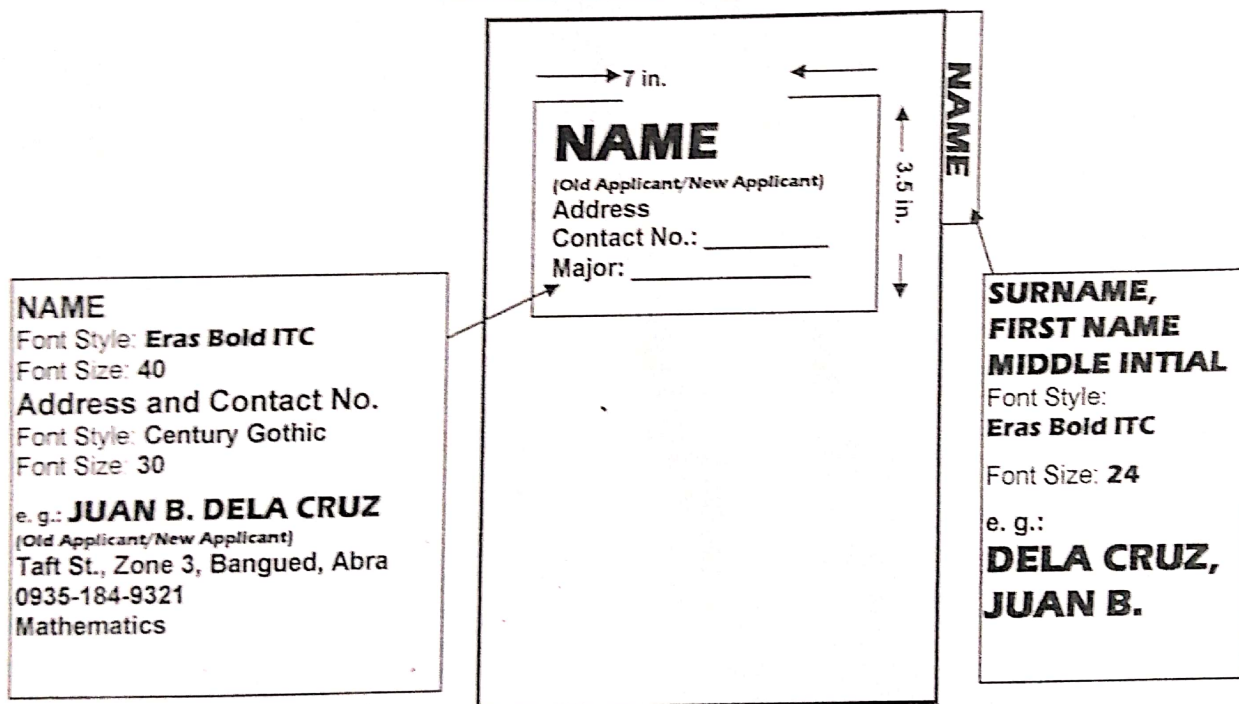
* Indigenous People (IP) - LIGHT PINK

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
- * MAPEH- RED

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 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.





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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. For immediate dissemination and guidance of all concerned.

GLORIA B. BUYA-AO
 Schools Division Superintendent

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



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ISO 9001:2015 Certified
 Quality Management System
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