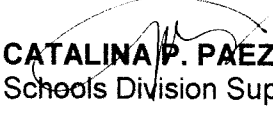




DIVISION MEMORANDUM

No. 17, s. 2019

TO : OIC – Office of the Assistant Schools Division Superintendent
Chief Education Supervisor – CID
Chief Education Supervisor – SGOD
Public Elementary, Secondary and Integrated School Heads
All Others Concerned

FROM : **CATALINA P. PAEZ, Ph. D., CESO VI**
Schools Division Superintendent 

DATE : February 6, 2019

SUBJECT : **SELECTION AND APPLICATION PROCESS FOR K-12 TEACHING POSITIONS FOR SCHOOL YEAR 2019-2020**

1. This is to announce the conduct of application and selection processes for K-12 teaching positions of the Schools Division of Science City of Muñoz for School Year 2019-2020.
2. The following DepEd Orders shall be strictly adhered to in the selection process:
 - a. Kindergarten, Elementary and Junior High School – DepEd Order No. 7, s. 2015
 - b. Senior High School – DepEd Orders No. 3, 27, 32, and 49, s. 2016
DepEd Order No. 51, s. 2017
3. Senior high school teachers who desire to shift to another track or to junior high school need to undergo the selection process.
4. The Division Selection Committee (DSC) shall strictly follow the following timelines for the selection process:

DATE/ VENUE	ACTIVITY	COMMITTEE RESPONSIBLE
February 7-21, 2019	Submission of complete application documents at nearest elementary/ secondary/ integrated school	School Selection Committee
February 15, 2019, 2:00 PM (SDO Conference Hall)	Orientation of applicants	Division Selection Committee
February 22, 2019	Forwarding of complete application documents to the Division Office	School Selection Committee
February 26-28, 2019	Demonstration Teaching/ Interview (individual schedules will be posted as an addendum)	Division Selection Committee



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
Schools Division Office
SCIENCE CITY OF MUNOZ
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5. Applicants shall submit two (2) sets of the following documents to the nearest elementary/ secondary/ integrated school:
 - a. Application letter addressed to the Schools Division Superintendent (Attention: School Principal);
 - b. Duly accomplished CSC Form 212;
 - c. Copy of PRC ID **with** a Report of LET Rating from the PRC;
 - d. Certified photocopy of Transcript of Records (including those for education units, Masteral degree or units, and Doctoral degree or units;
 - e. General Weighted Average (GWA) as certified by the tertiary institution for education graduates or to be computed by the applicant (computation to be submitted) combining the grades in baccalaureate degree and the CPE units;
 - f. Certified photocopies of Certificates of Employment or Service Records with performance ratings where applicable and with inclusive dates (employment as students will not be credited);
 - g. Certificates of trainings (minimum of 10 days for K-10 applicants, and 2 days for SHS applicants) earned **after baccalaureate degree graduation**;
 - h. Certificates of specialized trainings;
 - i. NBI Clearance;
 - j. Certified photocopy of Voter's ID or proof of residency; and
 - k. Notarized omnibus certification of veracity and authenticity of documents submitted signed by the applicant.
6. Only those who obtained a total score of seventy (70) points shall be included in the Registry of Qualified Applicants (RQA) in Elementary, Junior High School and Senior High School.
7. The RQA shall be valid for a period of one school year (SY 2019-2020).
8. Immediate and wide dissemination of this Memorandum is highly desired.