



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 4, 2021

**DIVISION MEMORANDUM**

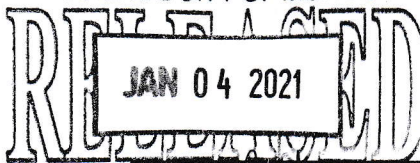
No. 02, s. 2021

**RECRUITMENT, SELECTION, AND HIRING OF QUALIFIED TEACHER  
APPLICANTS FOR SCHOOL YEAR 2021-2022**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public School Heads  
All Others Concerned

1. The recruitment, selection, and hiring of teacher-applicants for the Schools Division of Science City of Muñoz for the School Year 2021-2022 shall be conducted from January – May 2021 in accordance with DepEd Order No. 7, s. 2015 (Kinder, Elementary and Junior High School) and DepEd Order No. 3, s. 2016 (Senior High School).
2. The Division Registry of Qualified Applicants (RQA), certified by the Division Selection Committee and signed by the Schools Division Superintendent, shall be the sole basis for hiring and placement of teacher-applicants.
3. Applicants who are employed in private institutions shall submit their clearances, certificates of employment and existing contracts.
4. Enclosed are the following:  
Enclosure 1: Schedule of Activities  
Enclosure 2: Checklist of Requirements  
Enclosure 3: Division Selection Committees
5. This Office adheres to Equal Employment Opportunity Principle for applicants who needs special attention.
6. Immediate and wide dissemination of this Memorandum is desired.

DEP - ED  
SCIENCE CITY OF MUÑOZ



  
**DANTE G. PARUNGAO, CESO VI**

Officer-In-Charge  
Office of the Schools Division Superintendent

By:



*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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Enclosure No. 1 to Division Memorandum No. DL, s. 2021

**SCHEDULE OF APPLICANT AND SELECTION PROCESS FOR  
TEACHING POSITIONS FOR SY 2020-2021**

Date	Activity	Venue
January 27-29	Submission of Pertinent Papers to the Schools Division Office	Records Section
February 4	Virtual Orientation of Teacher Applicants	Microsoft Teams Link <a href="https://shorturl.at/gloFR">shorturl.at/gloFR</a>
February 8-16	Evaluation of Documents, Demonstration Teaching, Skills Assessment, and Interview of Teacher Applicants	To be announced
February 6 (for finalization)	English Proficiency Test	To be announced
March 1-5	Finalization of RQA by the Division Selection Committee	SDO
March 15	Posting of the Registry of Qualified Applicants	<a href="http://www.depedscm.com">www.depedscm.com</a> Public Bulletin Boards Schools
May	Hiring and Deployment of Teachers	



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Enclosure No. 2 to Division Memorandum No. 02, s. 2021

**CHECKLIST OF DOCUMENTARY REQUIREMENTS**

1. Written Letter of Intent
2. CSC Form 212 (revised 2017) in two (2) copies with 2x2 pictures
3. Certified photocopy of certificates of relevant specialized trainings, if any
4. Certified copy of Voter's ID and or any proof of residency
5. NBI Clearance
6. 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
7. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
8. Certified copy of all transcript of records
9. Copies of Service Records/Certificate of Employment, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
10. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

**Additional requirement for Senior High School Applicants**

11. Certified photocopy of Diploma on Bachelor's Degree
12. Certified photocopy of transcript of records with at least 15 units of specialization in relevant strands/specialized subject.
13. Written approval from head of unit if applicants is currently employed by the national government or the local government unit (for Applicants for Part-Time Positions only)
14. Certified photocopy of TESDA National Certificate (for TVL Track Applicants only)
15. Certified photocopy of Trainers Methodology Certificate (for TVL Tracks Applicants only)
16. Certified photocopy of Certification of Status of Employment/ Service Record from HEI/TVI (for HEI/TVI Faculty only)
17. Certificate of Displacement duly signed by the authorized representative of the HEI/TVI (for HEI/TVI Faculty only)



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Enclosure No. 3 to Division Memorandum No. 02, s. 2021

**DIVISION SELECTION COMMITTEE**

**Elementary:**

Chair: ZUREX T. BACAY, PhD (ASDS)  
Members: BERNARDO A. GARGABITE, EdD (SGOD ES – CID)  
AUGUSTO A. MATEO (EPS – Filipino)  
MELODY GALINGAN (EPS – ALS)  
LEOVAL DELA CRUZ, PhD – (SEPS – Research)  
EMILY I. FERNANDEZ, PhD (Principal IV)  
JOHN GALLERA, PhD (Master Teacher II)  
Secretariat: JENNIELLE ANNE NARCA

**Secondary:**

Chair: ZUREX T. BACAY, PhD (ASDS)  
Members: LARRY B. ESPIRITU, PhD (Chief ES – CID)  
MERCEDITA D. SALDERO (EPS – EsP)  
NEHEMIA L. GANIBAN (EPS – English)  
MARY QUEEN P. ORPILLA – (EPS – Science)  
NORMA R. FRAMO (Principal IV)  
MENARD FAJARDO (Teacher III)  
Secretariat: ROMA AMOR M. MARZO

**Senior High School:**

Chair: ZUREX T. BACAY, PhD (ASDS)  
Members: WINNIE W. POLI (EPS – Mathematics)  
ZORAIDA F. ESPINO, PhD (EPS – TLE/TVL)  
NELIE D. SACMAN, PhD (EPS – Araling Panlipunan)  
EMMANUEL ALVAREZ (Principal IV)  
Secretariat: DIVINA VILORIA



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