



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

September 21, 2021

**DIVISION MEMORANDUM**

No. 381 , s. 2021

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

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

1. Senior High School (SHS) teacher-applicants in the Registry of Qualified Applicants (RQA) for School Year (SY) 2021-2022 have been already appointed and deployed. Hence, in anticipation for additional or vacant SHS teacher items, the Division of Science City of Muñoz shall conduct recruitment, selection and hiring of qualified SHS teacher applicants for SY2021-2022.
2. The recruitment and selection of SHS Teacher-applicants for Academic Track and Technology-Vocational - Livelihood Track (TVL) shall be conducted from September 29 – October 14, 2021, in accordance with DepEd Order No. 3, s.2016 and in adherence to the Principle of Equal Employment Opportunity for applicants with special needs.
3. Applicants are advised to indicate in the Letter of Intent the specific Track and Strand they would like to apply. TVL applicants are further advised to specify their preferred specialization/s based on the TVL offerings of the schools in the division.
4. Applicants who are employed in private institutions shall submit the following additional requirements: clearance, employment certificate and existing contract.
5. 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 SHS teacher applicants whenever there will be a new/ vacant SHS teacher item this SY 2021-2022.
6. Enclosed are the following:  
Enclosure 1: Schedule of Activities  
Enclosure 2: Checklist of Requirements  
Enclosure 3: Division Selection Committee
7. Wide dissemination of this Memorandum is enjoined.

  
**DANTE G. PARUNGAO, CESO VI**  
Officer – In - Charge

Office of the Schools Division Superintendent



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

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



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Enclosure No 1 to the Division Memorandum No. 38, s.2021

**SCHEDULE OF ACTIVITIES FOR THE RECRUITMENT, SELECTION AND HIRING OF QUALIFIED SENIOR HIGH SCHOOL TEACHERS FOR SY 2021-2022**

Activity	Date	Venue/Platform
Submission of Pertinent Papers to the Schools Division Office	September 29, 2021	Records Office
Virtual Orientation of Teacher Applicants	September 30, 2021 1:30 pm	MS Teams (To be emailed to the applicants)
Evaluation of Documents, Demonstration Teaching, Skills Assessment, and Interview of Teacher Applicants	October 1 - 8, 2021	MNHS - Main JHS
Finalization of RQA by the Division Selection Committee	October 12, 2021	SDO-Science City of Muñoz
Posting of the Registry of Qualified Applicants	October 14, 2021	<a href="http://www.depedscm.com">www.depedscm.com</a> Public Bulletin Boards Schools
Hiring and Deployment	Whenever there exists a vacant or new position during SY 2021-2022	



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Enclosure No. 2 to the Division Memorandum No. 381, 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 the Division Memorandum No. 381, s.2021

**DIVISION SELECTION COMMITTEE**

Chair:	ZUREX T. BACAY, Ph.D.	Asst. Schools Division Superintendent
Co-Chair:	WINNIE W. POLI	Education Program Supervisor (MATH)
Members:	ZORAIDA F. ESPINO, Ph.D. NELIE D. SACMAN, Ph.D. EMMANUEL ALVAREZ	Education Program Supervisor (TLE) Education Program Supervisor (AP) Principal IV
Secretariat:	DIVINA VILORIA	ADAS III



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