



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

January 17, 2022

DIVISION MEMORANDUM

No. 42, s. 2022

RECRUITMENT, SELECTION, AND HIRING OF QUALIFIED SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR SCHOOL YEAR 2022-2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School Heads
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 SY 2022-2023.
2. The recruitment and selection of SHS Teacher-applicants for Academic Track and Technology-Vocational-Livelihood Track (TVL) shall be conducted from January 25-28, 2022, 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. The applicants are advised to indicate in the Letter of Intent the specific Track 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 2022-2023.
6. Enclosed are the following:
Enclosure 1: Schedule of Activities
Enclosure 2: Checklist of Requirements
Enclosure 3: Division Selection Committees



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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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7. Immediate and wide dissemination of this Memorandum is desired.

DANTE G. PARUNGAO, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

ASDS/KJNT2022



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Enclosure No. 1 to Division Memorandum No. 42, s. 2022

**SCHEDULE OF APPLICANT AND SELECTION PROCESS FOR
TEACHING POSITIONS FOR SY 2022-2023**

Date	Activity	Venue
January 18-21	Submission of Pertinent Papers to the Schools Division Office	Records Section
January 24 1:30PM	Virtual Orientation of Teacher Applicants	Microsoft Teams Link https://tinyurl.com/4vd6wj3t
January 25-28	Evaluation of Documents, Demonstration Teaching, Skills Assessment, and Interview of Teacher Applicants	To be announced
January 31	Finalization of RQA by the Division Selection Committee	SDO
February 1	Posting of the Registry of Qualified Applicants	www.depedscm.com Public Bulletin Boards Schools
May	Hiring and Deployment of Teachers	



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Enclosure No. 2 to Division Memorandum No. 42, s. 2022

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. 42, s. 2022

DIVISION SELECTION COMMITTEE

Chair:	ZUREX T. BACAY, PhD	Assistant Schools Division Superintendent
Co-Chair:	WINNIE W. POLI	Education Program Supervisor (Math)
Members:	ZORAIDA F. ESPINO, PhD NELIE D. SACMAN, PhD ELENITA ROMAGOSA	Education Program Supervisor (TLE) Education Program Supervisor (AP) Principal IV
Secretariat:	KIMBERLY JOAN N. TADEO	ADAS III



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