



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

January 17, 2022

DIVISION MEMORANDUM

No. 46, s. 2022

**RECRUITMENT, SELECTION, AND HIRING OF QUALIFIED 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. The recruitment, selection, and hiring of teacher-applicants for the Schools Division of Science City of Muñoz for the School Year 2022-2023 shall be conducted from January – May 2022 in accordance with DepEd Order No. 7, s. 2015: Hiring Guidelines for Teacher I Positions (Kinder, Elementary and Junior High School).
2. Anent to this, all interested teacher-applicants are advised to submit on or before January 31, 2022, a duly signed copy of their letter of intent. Applicants may opt to submit a hard copy at the SDO Records Unit or a soft copy in pdf file via e-mail at munozscience.city@deped.gov.ph, using the subject line: Kinder/ Name of Applicant or Elem/ Name of Applicant or JHS/ Name of Applicant.
3. The submission of all other requirements and the schedule of paper evaluation, interview, and demonstration shall be announced on a separate Division Memorandum in consideration of the rapidly increasing new cases of COVID-19 brought by new variant, Omicron.
4. Submitted letters of intent shall be the basis for the preparation and coordination of the Division with the Bureau of Education Assessment (BEA) for the administration of English Proficiency Test (EPT) for teacher-applicants.
5. Teacher-applicants who are qualified to take the EPT are those first-time takers and those who are non-takers for at least 2 years.
6. Qualified EPT takers are advised to accomplish the online EPT registration through the link <https://bit.ly/EPTTakers>.



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

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



Certificate No. 50500731 QM15



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

7. Enclosed is the following Schedule of Activities:
8. This Office adheres to Equal Employment Opportunity Principle for applicants who needs special attention.
6. Immediate and wide dissemination of this Memorandum is desired.

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



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

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



Certificate No. 50500731 QM15



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

Enclosure to Division Memorandum No. 46, s. 2022

SCHEDULE OF ACTIVITIES

Date	Activity	Venue
January 18-31	Submission of Letter of Intent	SDO Records Section Or munozscience.city@deped.gov.ph
February 4	Virtual Orientation of EPT Takers	Microsoft Teams Link https://tinyurl.com/3xjhzu33
February 5,6,12, 13 and 19	Administration of English Proficiency Test	To be announced



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

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



Certificate No. 50500731 QM15