



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

May 30, 2022

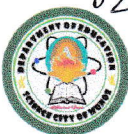
DIVISION MEMORANDUM

No. 293, s. 2022

**RECRUITMENT, SELECTION, AND HIRING OF QUALIFIED SENIOR HIGH
SCHOOL TEACHER APPLICANTS FOR SCHOOL YEAR 2022-2023 (2nd Batch)**

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

1. Please be informed of the 2nd batch of recruitment, selection and hiring of Qualified Teacher-applicants for SY 2022-2023 from June 27-July 1, 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.
2. The applicants are advised to indicate in the Letter of Intent the specific Track, Strand, Subject Group or Specialization they intend to apply. TVL specializations must be based on the offerings of the schools in the Division.
3. Applicants who are employed in private institutions shall submit the following additional requirements: clearance, employment certificate and existing contract.
4. The resulting 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 and the qualified teacher-applicants in the existing RQA dated January 28, 2022 have already been appointed.
5. 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)



Certificate No. 50500731 QM15

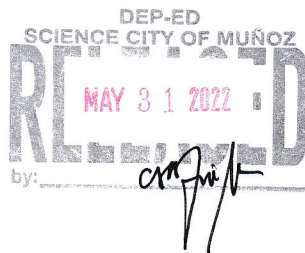


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7. Immediate and wide dissemination of this Memorandum is desired.

DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 293, s. 2022

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

Date	Activity	Venue
May 31 – June 10	Submission of Pertinent Papers to the Schools Division Office	Records Section
June 16 8:30 AM	Orientation of Teacher Applicants	MNHS Main JHS Conference Hall
June 20 – July 1	Evaluation of Documents, Demonstration Teaching, Skills Assessment, and Interview of Teacher Applicants	To be announced
July 8	Finalization of RQA by the Division Selection Committee	SDO
July 12	Posting of the Registry of Qualified Applicants	www.depedscm.com Public Bulletin Boards Schools
August	Hiring and Deployment of Teachers	



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Enclosure No. 2 to Division Memorandum No. 293, 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. 293, 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	Education Program Supervisor (TLE)
	NELIE D. SACMAN, PhD	Education Program Supervisor (AP)
	ELENITA ROMAGOSA	Principal IV
Additional Members for Demonstration Teaching and Interview:		Learning Area Supervisors



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