



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF NUEVA ECIJA
Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100

ED-NUEVA ECIJA
RELEASED
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RECORDS SECTION

Division Memorandum No. 28, s. 2016

M/A

From: **RONALDO A. POZON, Ph.D., CESO V**
Schools Division Superintendent

To: **Assistant Schools Division Superintendents**
CID/SGOD Chiefs
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists II
Secondary School Principals
Head Teachers
Teacher Applicants
All other concerned

Date: **January 27, 2016**

Subject: **SDO Evaluation Process/ Ranking for Senior High School Teacher - Applicants for SY 2016-2017**

1. In compliance to DepEd Order No.3, s.2016 - Hiring Guidelines for Senior High School (SHS) Teaching Positions effective 2016-2017, SDO Nueva Ecija announces the conduct of Ranking of the SHS Teacher-Applicants.
2. All interested applicants (including regular teachers employed in Junior high school and those displaced HEI applicants) are advised to submit Pertinent Documents signifying their intention for teaching positions in the respective schools offering SHS program and to undergo regular ranking procedures. It is expected that the School Screening Committee has checked and evaluated the content of each application folders as regards to the completeness, veracity, accuracy and authenticity of submitted documents.
3. For distinction of teacher applicants per core learning area, they are to be grouped according to SHS Subject groups (i.e. HUMMS, ABM, STEM, TVL, Arts and Design, Sports). These SHS subject groups are regrouped according to specializations.

4. As a means to ensure that highly competent individuals with appropriate qualifications and specializations will be hired for excellent delivery of service in education and in order to employ systematic approach to expedite the ranking procedures, a table below is provided for reference.

Date	Activity	Venue
January 27 - February 2, 2016	Submission of Pertinent Documents of all interested teacher-applicants	Schools offering SHS in their locality
February 8, 2016	CD I Cluster A Demonstration Teaching and Interview of SHS Teacher-applicants	Bartolome Sangalang NHS (Guimba)
February 9, 2016	CD I Cluster B Demonstration Teaching and Interview of SHS Teacher-applicants	Sto. Domingo National Trade School (Sto. Domingo)
February 10, 2016	CD II Cluster A Demonstration Teaching and Interview of SHS Teacher-applicants	Talugtog NHS (Talugtog)
February 11, 2016	CD II Cluster B Demonstration Teaching and Interview of SHS Teacher-applicants	Bicos NHS (Rizal)
February 12, 2016	Consolidation of results	SDO
February 15, 2016	CD III Cluster A Demonstration Teaching and Interview of SHS Teacher-applicants	Bongabon NHS (Bongabon)
February 16, 2016	CD III Cluster B Demonstration Teaching and Interview of SHS Teacher-applicants	NEHS (Cabanatuan City)
February 17, 2016	CD IV Cluster A Demonstration Teaching and Interview of SHS Teacher-applicants	San Anton NHS (San Anton)
February 18, 2016	CD IV Cluster B Demonstration Teaching and Interview of SHS Teacher-applicants	San Mariano NHS (San Antonio)
February 21, 2016	English Proficiency Test (EPT)	NEHS
Last week of February	Posting of RQA's per SHS Subject groups	SDO conspicuous places
March 2016	Tentative Appointment/Deployment of SHS Qualified Teacher-Applicants	

5. Applicants are required to register in the DepEd online system to acquire Unique Application Number (UAN). Applicants without UAN are still eligible to undergo ranking procedures, be included in the Registry of Qualified Applicants (RQA) and be hired; however, a UAN will be required once it is available to complete their application.
6. Aspiring SHS teachers are required to submit and include in their pertinent papers a certification of General Weighted Average (GWA) from their respective schools where they earned Bachelor's degree, Masters' and Doctorate Units/Degrees.

Enclosure no.1 - Requirements for SHS Application

	Applicants for permanent position	Applicants for part-time positions
Mandatory Requirements	<ul style="list-style-type: none"> • Letter of intent which shall indicate the following information: <ol style="list-style-type: none"> a. Statement of purpose/expression of interest b. Subject groups s/he intends to teach c. Preferred school(s) , if any • CSC Form 212, revised 2005 Personal Data Sheet (PDS) in two (2) copies with the latest 2x2 ID picture • Certified photocopies of certificates of relevant specialized trainings, if any • Certified copy of Voter's ID and/or any proof of residency • National Bureau of Investigation (NBI) Clearance • Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant 	
Additional Requirements	<ul style="list-style-type: none"> • Certified photocopy of diploma on Bachelor's Degree • Certified photocopy of Transcript of records with at least 15 units of specialization in relevant strand/specialized subject • Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license • Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET) 	<p>Written approval from his/her head of unit if s/he is currently employed by the national government or the local government unit</p>
Additional Requirements for TVL teacher-applicants	<ul style="list-style-type: none"> • Technical Education and Skills Development Authority (TESDA) National certificate (NC) of at least one (1) level higher than course to be taught in subject to be taught (e.g. NC III in SMAW to teach SMAW NC II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (NC) (e.g. Handicrafts courses) 	
Additional Requirements for TVL teacher-applicants	<ul style="list-style-type: none"> • Certified photocopy of trainers Methodology Certificate (TMC) if available 	
Additional Requirements for Arts and Design and Sports tracks teacher-applicants	<ul style="list-style-type: none"> • Certified photocopy of Certification of proficiency/recognition from recognized and respectable relevant associations/organizations/guild 	
Additional Requirements for TVL teacher-applicants	<ul style="list-style-type: none"> • Certified photocopy of Certification of status of Employment/service Record from HEI/TVI 	



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Enclosure No. 2 - School Screening Committee (Composition and Functions)

School Screening Committee (SSC)

Composition

- Chair: • School Head
- Members: • Head Teacher for Core and/or Track subjects as needed based on the school's vacancies
- Three (3) teachers from the different learning areas as needed based on the school's vacancies
- President or authorized representative of the School Governing Council (SGC) or the Parents-Teachers Association (PTA)

Committee members shall be identified by the School Head using the abovementioned designations. The School Head shall then transmit the Composition of the SSC to the Schools Division Superintendent for the issuance of a corresponding Designation Order.

Functions

- a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places, on the websites of schools, at teacher education training institutions, higher education institutions (HEIs), and industry and private institutions at all times. The step-by-step procedure in applying for SHS teaching positions, including a copy of this Order, must be posted as well.
- b. Receives applications and documents.
- c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents. This verification includes but is not limited to interviewing or getting additional information from applicants' referees and/or the issuing bodies from which they obtained certifications and other documents.
- d. Informs applicants about schedules, timelines, and deadlines at least seven (7) days in advance. Documentary proof of announcements, notifications, and communications shall be kept.
- e. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application. (Annex of Standardized Certification that includes the checklist of requirements must be included.)
 - i. The SSC shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents.
 - ii. All applications, even those found to be incomplete or inauthentic, must still be forwarded to the Division Selection Committee (DSC), albeit such submissions must be noted and marked by the Committee.
- f. Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the Office of the School Head for records purposes.

Composition

Chair: • Assistant Schools Division Superintendent (ASDS)

- Members:** • One (1) Education Program Supervisor/Specialist
- Division Chapter President of NAPSSHI or NASSPHIL
 - Authorized representative of an accredited or recognized teachers' association, organization, or union
 - Authorized representative of a duly-accredited or - recognized organization/industry proficient and knowledgeable in the track/learning area needed based on the school's vacancies (not needed for the evaluation of core subject applicants)
 - One (1) Regional Education Supervisor as Process Observer

In an SDO where there is more than one (1) ASDS, the ASDS in charge of Academics shall be designated as the Chair.

In an SDO where there is no ASDS, the Superintendent shall designate the Chief of the Curriculum and Instruction Division or the School Governance and Operations as the Chair of the Division Selection Committee.

The official in charge of personnel actions shall provide secretariat services and maintain the minutes of proceedings of the selection and deliberation process. The minutes shall be signed by the Chair and all members of the Division Selection Committee.

Functions

- a. Receives from the School Screening Committee the list of applicants with the corresponding documents.
- b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.
- c. Evaluates applicants based on the criteria set forth in these guidelines.
- d. Ensures that applicants are notified at least seven (7) days before the scheduled conduct of evaluation procedures such as Demonstration Teaching, English Proficiency Test, and Interview. Documentary proof of announcements, notifications, and communications shall be kept.



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Enclosure No.4
Interview)

Schedule of Ranking/Evaluation/Selection Process (Demonstration Teaching and

Date	Clustered Districts	Venue
February 8 AM PM	Cluster A - Cuyapo, Nampicuan Cluster B - Guimba	Bartolome Sangalang NHS (Guimba)
February 9 AM PM	Cluster A - Talavera, Licab, Quezon Cluster B - Zaragoza, Aliaga	Sto. Domingo National Trade School (Sto.Domingo)
February 10	Lupao, Caranglan, Talugtug	Talugtug NHS (Talugtug)
February 11	Pantabangan, Rizal, LLanera	Bicos NHS (Rizal)
February 15 AM PM	Cluster A - Laur, Gabaldon Cluster B - Bongabon, Gen. M. Natividad	Bongabon NHS (Bongabon)
February 16 AM PM	Cluster A - Sta. Rosa, Palayan Cluster B - NEHS	NEHS (Cabanatuan City)
February 17 AM PM	Cluster A - Gen. Tinio, Penaranda Cluster B - Jaen, San Leonardo	San Anton NHS (San Leonardo)
February 18 AM	Cluster A - San Antonio, San Isidro Cluster B - Cabiao	San Mariano NHS (San Antonio)



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7. A mandatory and supplementary requirement for SHS teacher-applicants is found in Enclosure No.1. Enclosure No.2 contains the composition and functions of the School Screening Committee. The composition for Division Selection Committee and SHS subject groups are stated in Enclosure no.3. Enclosure no. 4 has the schedule for the list of Districts with applicants assigned to undergo Demo Teaching and Interview.
8. For comprehensive details regarding the guidelines on hiring of SHS teachers, refer to DepEd Order No.3, s.2016.
9. Immediate dissemination of and strict compliance among all concerned is earnestly desired.