



Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
DIVISION OF CAVITE  
Trece Martires City



February 2, 2016

## DIVISION MEMORANDUM

No. 014, s. 2016

### PROCESSING OF APPLICATION FOR TEACHER I POSITIONS

TO: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chiefs, CID and OIC, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads/OICs/TICs

1. In consonance to DepEd Order No. 7, s. 2015 and DepEd Order No. 22, s. 2015, DepEd Cavite Province announces the processing of applications for Teacher I positions for School Year 2016-2017.
2. As stated in the foregoing DepEd Order, application and requirements are as follows:

2.1 **Old Applicants** (Applicants who are already included in the Registry of Qualified Applicants (RQA) both in 1<sup>st</sup> and 2<sup>nd</sup> Batch of 2015 shall no longer resubmit documentary requirements but may submit additional supporting documents to update the points.

2.2 **New applicants** shall submit a written application (preferably with the UAN indicated) to SDO or the school head of the elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists, supported by the following documents:

- CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
- 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.
- Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)
- Certified copy of transcript of records.
- Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
- Certificates of specialized training, if any
- Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the School Screening Committee

- *If one of the required documents is not submitted, the School Screening Committee shall refuse acceptance of the application*
  - *Substitutes for the above-named identification documents, such as barangay clearance, shall not be accepted.*
3. The School Selection Committee is directed to review the Guidelines on Hiring of Teacher I Applicants as stipulated in the above DepEd Orders.
4. The following schedule for the processing of papers shall be followed:

February 8 to February 26, 2016

- Filing and evaluation of application at the school level  
Note: Must follow the open ranking procedure
- Demonstration teaching at the school level

February 29 - March 4, 2016

- Submission of folders of the applicants and the Summary of Registered Qualified Applicants with the appropriate ratings per criterion (except for proficiency test and interview) to the Division Office through the office of the Assistant Schools Division Superintendent

Note: After the evaluation of papers and the demonstration teachings at the school level, applications will be submitted directly to the Division Office.

March 14 – March 18, 2016

- Conduct of Behavioral Event Interview (BEI)

March 19, 2016 ( Tentative )

- English Proficiency Test (EPT)

Venues:

Elementary – *Trece Martires City Elementary School, Trece Martires City*  
Secondary – *Trece Martires City National High School, Trece Martires City*

Note: Only the applicants included in the School Registry of Applicants are allowed to take the EPT.

March 21 – 23, 2016

- Preparation of the Division Registry of Qualified Applicants (RQA)

March 28 – April 1, 2016

- Validation of the RQA

April 15, 2016

- Posting of the RQA

5. All SSC Chairperson and members are instructed to ensure fairness and transparency through the conduct of open ranking procedure with utmost professionalism.
6. For dissemination, guidance and compliance.