



January 27, 2016

DIVISION MEMORANDUM

No. 011, s. 2016

PROCESSING OF APPLICATIONS FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS

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

1. Pursuant to DepEd Order No. 3, s. of 2016, "Hiring Guidelines for Senior High School (SHS) Teaching Positions", DepEd Cavite Province announces the processing of applications for Senior High School (SHS) teaching positions.
2. As stated in the foregoing DepEd Order, an applicant shall register to the Department's online system at application.deped.gov.ph, where they must encode their Personal Data Sheet (PDS) and select the division(s) where they want to be ranked. Once submitted, a Unique Applicant Number (UAN) will be issued.

An applicant shall submit a written application to the School Head of the SHS (either standalone SHS or complete secondary school) where a teacher shortage or vacancy exists.

However, for teacher applicants who have submitted their letter of intent and CSC Form 212 and other documents in the Division Office during the first call of teacher applicants for SHS in October are requested to get their folders from the SGOD Office (c/o Albert Erni) and complete the needed requirements as indicated in 2.1 to 2.3 of this Memorandum and submit the same to the school where they intend to apply or any school that offers Senior High School.

2.1. Requirements:

A. Mandatory Requirements (both for Applicants for Permanent/ Part-Time Positions)

- Letter of Intent which shall indicate the following information:
 1. Statement of purpose/ expression of interest
 2. Subject group he/she intends to teach
 3. Preferred school(s), if any
- CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
- Certified photocopy of certificates of relevant specialized trainings, if any
- Certified copy of the 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

B. Additional Requirements:

1. For Permanent position

- 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 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)

2. For Part-Time Positions

- Written approval from his/ her head of unit if he/ she is currently employed by the national government or the local government unit

C. Additional Requirements for TVL teacher-applicants

- Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates
- Certified photocopy of Trainers Methodology Certificate (TMC), if available

D. Additional Requirement for Arts and Design Sports Track teacher- applicants

- Certified photocopy of Certification of Proficiency/ Recognition from recognized and respectable relevant associations/ organizations/ guild

E. Additional Requirement for HEI/ TVI faculty

- Certified photocopy of Certification of Status of Employment/ Service Record from HEI / TVI

2.2. Academic personnel applicants from HEIs must present a Certificate of Service Rendered and of Good Standing from his or her previous employer with the information listed below, if available.

- a. Employee's name
- b. Job title
- c. Duration of services rendered by the applicant employee

2.3. Applicants who already submitted the completed requirements during the Call for Expressions of Intent shall not be required to resubmit. However, they may submit additional/ updated documents. Applicants who have submitted partial or incomplete requirements shall be required to submit the lacking necessary documents.

3. All documents of teacher applicants shall be submitted to the school offering Senior High School. The School Selection Committee (SSC) shall be organized and shall function as stipulated in DepEd Order No. 3, s. 2016 but with additional functions as indicated below:

3.1 Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents;

3.2 Evaluates applicants based on the criteria set forth in the aforementioned guidelines in an open ranking process where appreciation and assigning of points to the documents submitted shall be done in the presence of the applicants. However, the SSC is directed to have a preliminary evaluation of the papers before the actual open ranking process. All procedures that will happen during the screening of papers must be photo documented which must be uploaded to the school's facebook account and shared or tagged to DepEd Cavite facebook account.

3.3 The SSC shall assign groups that will handle applicants by core subjects and by strands during the Demonstration Teaching. Rubrics will be provided by the Division Selection Committee (DSC). The DSC shall oversee the conduct of the demonstration teaching in the school level. All procedures must be photo documented.

3.4 Prepares and submits to the DSC the initial Registry of Qualified Applicants by core subjects and by strands with the corresponding points in each criterion except the English Proficiency Test and the Interview. Template will be provided by the DSC.

3.4 The SSC headed by the School Head shall ensure that processes as reflected in the guidelines are strictly followed. The SSC shall be held accountable in any violation of the said guidelines.

4. The following schedule for the processing of papers shall be followed:

February 1 - 4, 2016

- Filing of application at the school level
- Verification of the Documents submitted to the SSC
- Evaluation of applicants documents based on the criteria set forth in the aforementioned guidelines

February 8 – 11, 2016

- Demonstration Teaching in the school level to be monitored by the DSC
- Submission of the Initial RQA to the DSC

February 15 -19, 2016

- Conduct of Behavioral Event Interview (BEI)

February 22 – 26, 2016

- Review and consolidation of the results of the individual ratings of applicants based on the scores they obtain in each criterion for evaluation
- Preparation of division-wide RQAs for each core subject and track

March 1, 2016 (Tentative)


- English Proficiency Test (EPT)

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

March 7 – 11, 2016

- Sending of written communication for the scores obtained by each applicant
- Posting of Registry of Qualified Applicants (RQA)

5. For information, guidance and compliance.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent
Division of Cavite