



C-10121
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September 13, 2019

DIVISION MEMORANDUM

NO. 353, s. 2019

**PROCESSING OF BATCH 2 APPLICATION FOR TEACHER I
POSITIONS IN ELEMENTARY AND JUNIOR HIGH SCHOOL
FOR SY 2019-2020**

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, Curriculum and Implementation Division
Chief, Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
HRMPSB – Chairman and Members
Elementary and Junior High School Heads
All Other Concerned

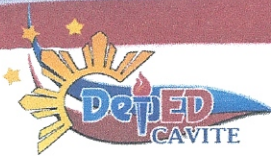
1. In line with continuous filling-up of teaching positions in this Division, please be informed that this Office hereby advised all Elementary and Junior High Schools to process and submit the Batch 2 application for Teacher I positions. Relative to this, the submission of one (1) copy of consolidated and signed Registry of Qualified Applicants (RQA) by Municipality, scanned copy of applicants documents and individual evaluation sheet and excel file of consolidated RQA saved in compact disc (CD) using DepEd Order No. 22, s. 2015 will be on or before **October 11, 2019**.

2. The consolidated and signed RQA by Municipality shall be submitted to the following assigned personnel:

Elementary Schools	-	Teodoro P. Fulvadora Jr.
Junior High Schools	-	Ronald Kevin C. Del Rosario

3. Those who were not included in the RQA in Batch 1 may update their scores to the respective schools they applied in. Schools shall include all Batch 1 applicants without English Proficiency Test (EPT) and Interview in the RQA for Batch 2 applicants.

4. All School Screening Committee Chairpersons and Members are instructed to ensure fairness and transparency through the conduct of open ranking procedure with utmost professionalism. They are also reminded that the conduct of open ranking and demonstration teaching for teachers currently connected in private schools shall be conducted during **Saturdays** in order to avoid conflict of interest of their duties and responsibilities as private school teacher.



5. Furthermore, practice teaching of applicant shall be accredited as teaching experience in the evaluation of documents using DepEd Order No. 22, s. 2015.

6. Also, please be reminded that all Extension Offices shall observe the utilization of prescribed forms.

7. Respective District Human Resource Management Officers (DHRMOs) shall review and validate the completeness of the documents and accuracy of the data using the prescribed checklist in order to facilitate smooth work flow procedure before submission to Division Office.

8. The submission of the consolidated RQA to Schools Division Office – Human Resource Unit is **STRICTLY** by Municipality only and no school RQA shall be accepted.

9. Schedule of English Proficiency Test (EPT) and Behavioral Event Interview (BEI) will be announced in separate issuances.

10. For dissemination, guidance and compliance.


CHERRYLOU D. REPIA
Schools Division Superintendent