



060421-033

Republic of the Philippines  
**Department of Education**  
REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**JUNE 2, 2021**

DIVISION MEMORANDUM  
NO. 183 s. 2021

To: OIC, Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Senior High School Heads  
School Screening Committees in Senior High School  
All Concerned

**PROCESSING OF APPLICATION FOR TEACHER I POSITION  
IN SENIOR HIGH SCHOOLS FOR SCHOOL YEAR 2021-2022**

1. In consonance to DepEd Order No. 3, s. 2016, this Office announces the process of application for Teacher I position in Senior High Schools for School Year 2021-2022 (*see attachment 1*).
2. Based on the teacher needs analysis conducted by the Division Selection Committee (DSC), this Division is currently in-need of Senior High School Teachers in various schools in Cavite (*see attachment 2*).
3. All interested applicants are advised to submit their application to school where the vacancy exists. They may also submit list of three (3) preferred Senior High Schools to their first choice if they want to apply in various Senior High Schools in Cavite.
4. Non-eligible senior high school teacher applicants with specialization in **Filipino, Sports/Physical Education or Technical, Vocational and Livelihood courses** may apply, however, the **eligible applicants are priority in hiring**. Appointment of non-eligible applicants may be done only in the absence of a qualified eligible included in the Registry of Qualified Applicants (RQA) who is willing to accept the appointment. **Other specializations that are not specified above shall not be accepted by the school with vacant positions.**
5. The following basic qualification standards shall be used by School Screening Committees in evaluation of applicants:
  - **Education: For Academics track** – Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject



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**For TVL track** – Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization

**For Sports and Arts and Design track** – Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track





- **Training:**
  - For Academics track** – None required
  - For TVL track** – \*At least NC II + TMC I (\*Appropriate to the specialization)
  - For Sports and Arts and Design track** – 4 hours of training relevant to the courses in the Track
- **Experience:**
  - For Academics track** – None required
  - For TVL track** – 6 months of relevant teaching or 6 months of industry work experience
  - For Sports and Arts and Design track** – 1 year relevant teaching/industry work experience
- **Eligibility:** PBET/RA 1080 (LET) and if not eligible, applicant must pass the LET within five (5) years after the date of first hiring

6. The following schedule for the processing of applications shall be followed:

Timeline	Activities
June 3 to June 25, 2021	Submission and acceptance of application (School level)
June 28 to July 2, 2021	Evaluation of applicant's documents and conduct of demonstration teaching (School level)
July 5 to July 9, 2021	Conduct of behavioral event interview (School level)
July 12, 2021	Submission of the following documents: <b>a)</b> scanned copy of RQA ( <i>by school</i> ), <b>b)</b> scanned copy of applicant's documents, <b>c)</b> copy of individual evaluation sheet, <b>d)</b> excel file of school RQA and <b>e)</b> copy of interview results ( <i>individual and summary</i> )  <i>Note: Copies of RQA, Individual Evaluation Sheet and Summary of Interview Results can be originally signed or e-signature by School Screening Committees</i>
2 <sup>nd</sup> week of July	Conduct of English Proficiency Test (EPT)
3 <sup>rd</sup> week of July	Preparation and finalization of Registry of Qualified Applicants (RQA)
4 <sup>th</sup> week of July	Releasing and posting of Registry of Qualified Applicants (RQA)

7. All Senior High School teacher applicants **from SY 2020-2021** are reminded of the following:



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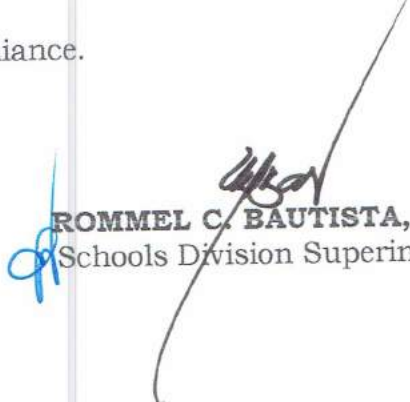
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- a. Those who were **included** in the Registry of Qualified Applicants may not apply, thus, may send letter addressed to the School Head where they applied in requesting that their previous score will be used, otherwise, they may update their scores and undergo the same process.
  - b. Those who were **not included** in the Registry of Qualified Applicants may update their scores to the respective schools they applied for and may opt to undergo demonstration teaching and behavioral event interview again. Validity of interview and demonstration teaching is one (1) year.
  - c. Those who were **not included** in the Registry of Qualified Applicants because of **incomplete scores** (*without English Proficiency Test (EPT) results and/or interview results*) may update their scores and may opt to undergo demonstration teaching again. Validity of EPT results taken last year is two (2) years while the validity of interview results is one (1) year.
8. The Department of Education – Schools Division Office of Cavite Province shall strictly adhere to Division Memorandum No. 382, s. 2017 the “Equal Opportunity Principle (EOP) on Human Resource Management and Development”. All qualified applicants are encouraged to apply regardless of gender, civil status, disability, religion, ethnicity, or political affiliation.
9. For dissemination, guidance, and compliance.

  
ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent

RCD/ DM 183 s. 2021  
060421-033/ 06/02/2021



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Attachment 1 to Division Memorandum no. \_\_\_\_, s. 2021 PROCESSING OF APPLICATION FOR TEACHER I POSITION  
IN SENIOR HIGH SCHOOLS FOR SCHOOL YEAR 2021-2022

**PROCESS ON HIRING OF SENIOR HIGH SCHOOL TEACHER APPLICANTS  
BASED ON COMMUNITY QUARANTINE GUIDELINES RELEASED BY IATF**

**Step 1 – Submission and Acceptance of Application**

1. New and old senior high school teacher applicants shall submit their application **thru email** to school's official email address (*where the vacancy exists*) the following documentary requirements:





*Folder I - Mandatory Requirements:*

- a. Written application addressed to the school head which shall indicate the following information: a. Statement of purpose/expression of interest and b. Subject group he/she intends to teach
- b. Personal Data Sheet (CSC Form No. 212, Revised 2017) with latest passport size ID pictures
- c. Certificates of relevant specialized trainings, if any
- d. Voter's ID and/or any proof of residency
- e. National Bureau of Investigation (NBI) clearance
- f. Copy of Diploma on bachelor's degree
- g. Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject and with computation of General Weighted Average (GWA)
- h. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

*Folder II - Additional Requirements:*

- i. Copy of PRC professional identification card or PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC office
- j. Copy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
- k. 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.
1. For **TVL track teacher applicants**, Technical Education and Skills Development Authority (TESDA) National Certificate (NC) Level II (e.g. SMAW-NC-II) and Trainers Methodology Certificate (TMC), if any



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- m. For **Arts and Design and Sports Tracks teacher applicants**, Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild, if any
- n. For **teacher applicants from HEI/TVI**, Certification of Employment/Service Record from HEI/TVI

*Note: The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity. Any violation will automatically disqualify the applicant from the selection process.*





2. All senior high school applicants are reminded to follow the sequence of documents stated above when submitting their application thru email. They are also directed to use this format as a subject on their email to school "**Name of Applicant\_School\_Contact Information**" (e.g. Juan A. Dela Cruz\_Trece Martires City SHS\_09101234567).
3. To check the directory of senior high schools with vacant positions, refer to this link: <https://tinyurl.com/DepEdCaviteProvListOfSHS>.
4. All School Screening Committees are reminded to respond immediately on the application of teacher to check the completeness of requirements submitted. If one of the required/mandatory documents is not submitted, the School Screening Committee shall notify the applicant of the lacking requirement.
5. Deadline of submission of application is until **June 25, 2021**.

**Step 2 – Evaluation of Applicant’s Documents**

1. The School Screening Committee of Senior High Schools are reminded to review DepEd Order No. 3, s. 2016 (*Hiring Guidelines for Senior High School Teaching positions*) to ensure the uniform appreciation and evaluation of applicant’s documents.
2. To ensure fairness and transparency on the evaluation of documents, School Screening Committees shall inform all applicants thru email the results of their evaluation on their documents. In case that the applicant has a query on the results of evaluation, he/she may email the screening committee for clarification.
3. For the forms to be used in evaluation of applicant’s documents, refer to this link: <https://tinyurl.com/EvaluationSheetAndSchoolRQA>.

**Step 3 – Conduct of Demonstration Teaching**



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1. To ensure the safety of everyone and compliance to the community quarantine guidelines issued by IATF, conduct of demonstration teaching shall be done either via **video conferencing** or **pre-recorded video** by applicant.
2. The School Screening Committee shall give the applicants the option whichever is applicable on the accessibility on internet and gadgets.

**Option 1: Video Conferencing**

For the platforms to be used as video conferencing in the conduct of demonstration teaching, the following platforms are strongly recommended by the Central Office since the Department of Education (DepEd) has existing arrangements with the said organizations and platforms which ensures that information in video conferences are secured and strictly confidential.

- Microsoft Teams
- Workplace by Facebook
- Google Meet

**Option 2: Pre-recorded Video**

Applicant shall submit 10 to 15 minutes pre-recorded video of demonstration teaching to the school's official email address for evaluation of screening committee.

3. Applicants shall be evaluated using the rubrics indicated in DepEd Order No. 3, s. 2016.
4. Conduct of demonstration teaching shall be done between June 28 to July 2, 2021 depending on the availability of the committee.





**Step 4 - Conduct of Behavioral Event Interview**

1. Conduct of behavioral event interview in the school level shall be done either via **video conferencing** or **phone call**.
2. The School Screening Committee shall give the applicants the option whichever is applicable on the accessibility on internet and gadgets.

**Option 1: Video Conferencing**

For the platforms to be used as video conferencing in the conduct of behavioral event interview, the following platforms are strongly recommended by the Central Office since the Department of



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Education (DepEd) has existing arrangements with the said organizations and platforms which ensures that information in video conferences are secured and strictly confidential.

- Microsoft Teams
- Workplace by Facebook
- Google Meet

**Option 2: Phone Call**

One (1) member of School Screening Committee shall be given at least 5 to 10 minutes to interview applicant via phone call.

3. All applicants shall be assessed by at least three (3) committee members (*whether it is via video conferencing or phone call*).
4. For the forms to be used in interview, refer to this link: <https://tinyurl.com/BEIForms>.
5. Conduct of behavioral event interview shall be done between July 5 to July 9, 2021 depending on the availability of the committee.

**Step 5 – Preparation and Submission of Documents**

1. School personnel in-charge on human resource actions shall prepare and submit the following documents: **a) Scanned copy of school RQA using DepEd Order No. 3, s. 2016, b) Scanned copy of applicant's documents, c) Individual evaluation sheet of applicant, d) Excel file of school RQA and e) Copy of Interview Results**, to personnel-in-charge of Senior High School-RQA in the Schools Division Office – Human Resource Unit **on or before July 12, 2021**.





**Step 6 – Conduct of English Proficiency Test (EPT)**

1. The Division Selection Committee chairman shall submit request for the schedule of Administration of English Proficiency Test (EPT) in the Division to Bureau of Education Assessment (BEA).

**Step 7 – Preparation, Finalization and Releasing of Registry of Qualified Applicants (RQA)**

1. The assigned personnel in the School Division Office – Human Resource Unit shall prepare, check, and finalize all RQAs submitted by senior high schools and forward to Division Selection Committees for approval.



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2. Schools Division Office – Human Resource Unit shall post the List of Qualified Senior High School Teacher Applicants (*by ranking and by track*) in at least three (3) conspicuous places in the Schools Division Office and Division’s official website.

Attachment 2 to Division Memorandum no. \_\_\_\_, s. 2021 PROCESSING OF APPLICATION FOR TEACHER I POSITION IN SENIOR HIGH SCHOOLS FOR SCHOOL YEAR 2021-2022

**NUMBER OF VACANT POSITIONS (BY SCHOOL)**

SCHOOL NAME	NUMBER OF VACANT POSITIONS*	TRACK/STRAND NEEDED
Alfonso NHS	1	HUMSS-Social Science
Amaya School of Home Industries	4	1 - TVL-Industrial Arts (Electrical Installation and Maintenance)
		1 - HUMMS-Social Science
		1 - HUMSS-English
		1 - HUMSS-Filipino
Bagbag NHS	1	TVL-HE (Hairdressing)
Bulihan NHS	2	1 - HUMSS-English
		1 - Accountancy, Business and Management (ABM)
Emiliano Tria Tirona Memorial NHS	13	2 - HUMSS-English
		2 - HUMSS-Filipino
		1 - HUMSS-Social Science
		1 - Sports Track
		1 - STEM-Science (Physics)
		2 - STEM-Mathematics
		3 - TVL-HE (Food and Beverages/Housekeeping/Cookery)
1 - HUMSS-ICT		
Escuela Secundaria Señor De Salinas	1	TVL-ICT (Animation)
Francisco P. Tolentino IHS	2	1 - Accountancy, Business and Management (ABM)
		1 - HUMSS-English
Gen. Emilio Aguinaldo NHS (Bailen)	2	1 - STEM-Science
		1 - Sports Track
Gen. Mariano Alvarez Technical High School	5	2 - HUMSS-Filipino
		1 - TVL-Industrial Arts (SMAW)



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		1 - TVL-HE (Food and Beverages)
		1 - TVL-HE (Bread and Pastry/Cookery)
<b>Gen. Vito Belarmino NHS</b>	2	1 - HUMSS-English or STEM-Mathematics
		1 - TVL-ICT

SCHOOL NAME	NUMBER OF VACANT POSITIONS	TRACK/STRAND NEEDED
<b>Lumil NHS</b>	1	Sports Track
<b>Munting Ilog NHS</b>	1	Accountancy, Business and Management (ABM)
<b>Naic NHS</b>	3	1 - HUMSS-Filipino
		1 - TVL-HE (Cookery)
		1 - HUMSS-Social Science
<b>Pedro Alegre Aure Senior High School</b>	1	HUMSS-English
<b>San Jose Community HS</b>	1	Accountancy, Business and Management (ABM)
<b>SHS in Carmona</b>	7	2 - STEM-Mathematics
		2 - HUMSS-Filipino
		2 - TVL-HE (Food and Beverages)
		1 - HUMSS-English
<b>Tagaytay City NHS</b>	2	1 - STEM-Mathematics
		1 - Sports Track
<b>Tagaytay City National Science HS</b>	7	1 - HUMSS-ICT
		1 - STEM-Science
		2 - Arts and Design
		2 - Sports Track
		1 - HUMSS-Social Science
<b>Tanza National Comprehensive HS</b>	4	4 - HUMSS-Filipino
<b>Tanza National Trade School</b>	5	2 - HUMSS-Social Science
		1 - HUMSS-English
		2 - HUMSS-Filipino
<b>Ternate NHS</b>	1	HUMSS-Social Science
<b>Trece Martires City Senior High School</b>	3	1 - HUMSS-Filipino
		1 - TVL-ICT
		1 - HUMSS-Social Science



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*\*38 positions are anticipated vacancies in the event that no renewal/extension shall be made for provisional teachers who already served five (5) years*



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