



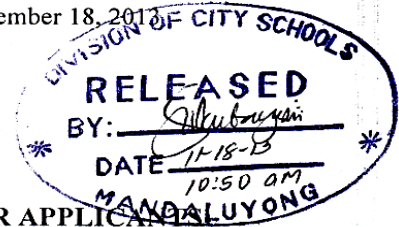
Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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November 18, 2013

DIVISION MEMORANDUM
NO. : 97, s. 2013



**RECRUITMENT AND SELECTION OF TEACHER APPLICANTS
FOR SY 2014-2015**

To : OIC-Assistant Schools Division Superintendent
Education/ District Supervisors
Principals, Elementary and Secondary Schools
Administrative Officer-V
Human Resource Management Officer-I
President, Mandaluyong Teachers' Federation

1. Pursuant to the unnumbered Memorandum dated October 28, 2013 from Hon. Bro. Armin A. Luistro, FSC, Secretary, Department of Education instructing the Division Offices to start the recruitment, evaluation and selection process based on the Registry of Qualified Applicants (RQA), strictly complying to the guidelines set forth in DepED Order No. 12, s. 2012 and DepEd Order No. 3, s. 2013. The selection must be completed by **April 2014**, so that all qualified applicants will be available for assignment to their respective schools before the opening of classes in June 2014.

2. **Principals are directed to prepare and display banner/streamer in front of the school gates announcing the recruitment and selection of teacher applicants which will run from November 15, 2013 to January 30, 2014.** The banner/ streamer should contain the recruitment period and the required documents to be submitted, to wit:

- CSC Form 212 (PDS) in two copies with the latest "2x2" ID picture
- Certified photocopy of PRC Certificate of Registration/License
- Certified Photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers
- Certified copies of transcript of records for baccalaureate course
- Copies of service record, performance rating and school clearance for those with teaching experience
- Certificate of specialized training, if any
- Certified copy of the Voter's ID
- NBI Clearance
- Omnibus certification of authenticity and veracity of all documents submitted.

3. To fully observed the rules in recruitment, evaluation and selection process, this office organizes the following committees, its composition, functions, duties and responsibilities :

3.1. School Selection Committee

Composition :

1. The Committee at the elementary level shall be chaired by the School Head with four (4) Master Teachers/ best performing teachers as members.

Functions :

- Receives applications.
- Verifies documents as to completeness, veracity, accuracy and authenticity.
- Submits the list of applicants with the corresponding documents to the Division Sub-Committees for elementary and secondary levels on or before **FEBRUARY 7, 2014 c/o District II Office** using the enclosed format.

3.2. Division Sub-Committee

Elementary: - Mrs. Emma G. Arrubio (Chair)
Mrs. Whelma Hilario
Dr. Teresita Evangelista
Mrs. Marvie Duran
Mrs. Nimfa Matabang

Secondary: - Mr. Rosarito A. Septimo (Chair)
Dr. Ervin A. Salazar
Mr. Manuel L. Laguerta
Mr. Efren Consemino
Mrs. Edita Septimo

Functions :

- Receives from the School Selection Committee the list of applicants with the corresponding documents.
- Reviews the documents submitted by the School Selection Committee as to completeness, accuracy, authenticity and veracity.
- Evaluates applicants based on Education, Teaching Experience, LET/PET Rating, Experiential Learning Course and Specialized Training and Skills.
- Conducts Interviews.
- Observes and rates demonstration teaching of applicants.
- Administers the English proficiency test.
- Consolidates individual ratings and submits the initial rank list of qualified applicants to the Division Selection Committee.

3.3. Division Selection Committee

Elementary: - Dr. Nerissa L. Losaria (Chair)
Dr. Alyn G. Mendoza
Mr. Rex A. Ado
Dr. Evelina P. Barandoc
Ms. Mirriam Villa Ignacio

Secondary: - Dr. Nerissa L. Losaria (Chair)
Ms. Erdelinda G. Diaz
Dr. Rosa G. Alvarez
Dr. Evangelina A. Diaz
Ms. Mirriam Villa Ignacio

Functions :

- Receives from the Division Sub-Committee the initial rank list of qualified applicants with corresponding documents.
- Reviews and consolidates the results of the individual ratings of applicants, one for elementary and another for secondary level; by subject areas, showing the scores obtained in each criteria for evaluation.
- Prepares the written English Proficiency Test.
- Prepares division-wide ranklist, one for elementary level and another for secondary level
- Prepares the Registry of Qualified Applicants (RQA) who obtained scores of fifty (50) points and above.
- Submits the complete results of the evaluation of applicants including the records of deliberations to the SDS for approval.

4. All applicants shall be assessed using the hereunder criteria (see 5.3 of DepED Order No. 12, s. 2013)

Criteria	Points
a. Education	25
b. Teaching Experience	10
c. Experiential Learning Course	10
d. Experiential Learning Course	5
e. Specialized Training and Skills	5
f. Interview	10
g. Demonstration Teaching	20
h. Communication Skills	15
TOTAL	100

6. Those applicants who were included in the SY 2013-2014 RQA may opt not to undergo the ranking process. However, the scores they obtained in the previous ranking shall remain.

5. Schedule of Interview, Demonstration teaching and Proficiency Test is hereby set on the following dates:

	<u>Interview and Demo-Teaching</u>	<u>Proficiency Test</u>
a. Elementary	February 17-21, 2014	March 7, 2014 (8:30 AM- 12:00 NN)
b. Secondary	February 24-28, 2014	March 7, 2014 (1:30 PM- 4:00 PM)

6. Applicants who obtained scores of fifty (50) points shall be included in the RQA.
7. Immediate dissemination of this **Memorandum** is desired.

For the OIC-Schools Division Superintendent:


NERISSA L. LOSARIA
OIC-Asst. Schools Division Superintendent