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DIVISION OF CITY SCHOOLS
RELEASED
BY:
DATE 6/11/15 4:00pm
MANDALUYONG

Date : June 11, 2015

Memorandum To : Chief Education Supervisor (SGOD)
Chief Education Supervisor (CID)
Education Program Supervisors
Principals, Public Elementary and Secondary Schools
Administrative Officer V
Administrative Officer IV (Personnel Unit)
Personnel Unit Staff

RUSH

Subject : **ADDENDUM AND CORRIGENDUM TO DIVISION UNNUMBERED MEMORANDUM DATED JUNE 9, 2015 RE: HIRING GUIDELINES FOR THE REMAINING TEACHING POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015–2016**

The field is hereby informed that after reviewing again the Registry of Qualified Applicants (RQA) in each area of specialization and in anticipation of the need for teachers in such area, schools may also accept the following teacher-applicants:

- Mathematics
- MAPEH

The Schools Division Office re-opens hiring of new teacher-applicants and recablirate or update points of teacher-applicants who have previously undergone the SY 2015-2016 evaluation process (per DO 7, s, 2015) only in those area of specialization which are anticipated to be insufficient in number, but when there is a need for a teacher whether substitute or Regular-Permanent, we will deploy first the teacher-applicants who are included in the first RQA before those who are included in the second RQA.

Please be reminded that the deadline of application in the school level is on **June 16, 2015**.

To finalize the individual schedule of interview and demonstration-teaching of applicants, School Screening Committee must submit the ***list of applicants by area of specialization*** not later than **June 17, 2015, 9:00AM** c/o Ms. Menchie DC. Kubayashi, Administrative Officer IV (Personnel) while application requirements with initial assessment of papers of new applicants must be submitted not later than **June 17, 2015, 4:30PM** c/o Mrs. Emma G. Arrubio, Chief Education Supervisor (SGOD) for the Elementary applicants and Personnel Unit of the Division Office for the Secondary applicants.

The recalibration and updating of points of those teacher-applicants who have previously undergone the SY 2015-2016 evaluation process (per DO 7, s, 2015) will be done by the Division Selection Committee. School Screening Committee will only assess the papers of new teacher-applicants.

The following is the schedule of English Proficiency Test and changes in schedule of interview and demonstration-teaching:

English Proficiency Test: June 18, 2015, 8:00AM, 3rd Floor Schools Division Office

Interview and Demonstration-Teaching:

Level	Schedule	Venue
Elementary	June 22, 2015, 8:00AM-5:00PM	SDO-Conference Room
Secondary	June 23, 2015, 8:00AM-5:00PM	SDO-Conference Room

Individual schedule of interview and demonstration-teaching will be released on June 17, 2015. School Screening Committee has the full responsibility of informing the new teacher-applicants about the schedule of English Proficiency Test and Interview and demonstration-teaching.

Moreover, please advise the teacher-applicants who have specialized training and skills to prepare for the demonstration of their skills on their scheduled interview and demonstration-teaching.

The RQAs should be ready by the last week of June 2015, thus, participation of the members of the different committees is necessary.

Immediate and wide dissemination of this Memorandum is desired.

NERISSA L. LOSARIA, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent