



Republic of the Philippines
Department of Education
Region IV – MIMAROPA
SCHOOLS DIVISION OF PALAWAN
PEO Rd., Banca-Banca, Puerto Princesa City



January 3, 2018

DIVISION MEMORANDUM

No. 002 s. 2018

**HIRING GUIDELINES FOR TEACHER I POSITIONS FOR KINDERGARTEN,
ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL
FOR SCHOOL YEAR 2018 - 2019**

To: OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
All District Heads
All Public and Private Elementary and Secondary School Heads
Chapter President of PESPA
Chapter President of NAPSSHI
Both Public and Private Schools

1. The Division of Palawan shall conduct a hiring process for all Teacher – I Applicants for Kindergarten, Elementary, Junior High School and Senior High School Levels including Special Education (SPED) and Indigenous People Education (IPed) for School Year 2018 – 2019 in order to select qualified and highly competent teachers in public elementary and secondary schools who are able to significantly and substantially contribute to the development of lifelong learners.
2. Qualified applicants may directly submit their documents on January 25 - 26, 2018 at the designated office/section to wit:
 - 2.1 Kindergarten, Elementary, SPED and IPed at the LRMS;
 - 2.2 Junior High School at the Office of ASDS Loida P. Olavario;
 - 2.3 Senior High School at the Office of ASDS Roseline P. Vicente.
3. Applicants may also submit the documents to the school or district head provided however that their documents must be received at the division office on the date mentioned above.
4. All new applicants are advised to 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. In the submission of application requirements, the UAN shall be indicated, if available;
 - 4.1 If the applicant had already the UAN but the system failed to reflect all the data entered in the online PDS, the applicant may use the blank PDS Form posted at the Gurong Palaweno FB Group to edit and indicate the correct information needed in the said form;
 - 4.2 Previous applicants who have already the UAN will also use the blank PDS Form to update their present personal information.

4.3 Applicants who are not able to submit the UAN shall still be allowed to apply. The UAN shall not be treated as eligibility requirements. Even without the UAN, applicants may still go through the evaluation process, be ranked in the Registry of Qualified Applicants (RQA), and be hired.

5. The schedule of Interview and Demonstration Teaching will be on February 5 – 9 and February 12 – 16, 2018 respectively at the designated venue to be posted. Take note that the schedule is subject for change without prior notice, therefore keep posted on the updates.

6. The schedule and further details regarding the Demonstration of skills and English Proficiency Test (EPT) will be announced later.

7. The Hiring Guidelines to be used are D.O. no. 7, s. 2015 (for Kindergarten, Elementary, SPED and Junior High School), D. O. no. 3 s. 2016 (for Senior High School) and D.O no. 50, s. 2016 (for IPed).

8. Attached herewith is the Reminders on Hiring Guidelines for Teacher – I Positions for SY 2018 – 2019 for the details and reference which shall be strictly followed by the applicants.

8. Wide dissemination and strict compliance of the contents of this memorandum is enjoined.


SERVILLANO A. ARZAGA, CESO V
Schools Division Superintendent

Encl. : as stated
Ref. : as stated
Allot. : 3 (D.O 50 - 97)
To be indicated in the Perpetual Index
under the following subjects:

APPLICANT	APPOINTMENT	IPED	HIRING	POLICY
RANKING	RECRUITMENT	REGISTRY	TEACHERS	

RSD/LPO/1/5/18

**REMINDERS ON HIRING GUIDELINES FOR TEACHER I POSITIONS
FOR SY 2018 - 2019**

I. LIST OF DOCUMENTS

Below is the List of documents to be submitted in one copy to wit:

- a. Application Letter duly addressed to:

SERVILLANO A. ARZAGA, CESO V

Schools Division Superintendent

Schools Division of Palawan

PEO Road, Banca-Bacao, Puerto Princesa City

(Note: applicant is advised to apply only in one level or position)

- b. CSC Form 212 with UAN and latest 2X2 ID picture;
- c. Certified photocopy of PRC Professional Identification Card which must be duly authenticated and validated by the PRC; (Note: Expired card will be accepted provided that the newly renewed card will be presented by the applicant during the appointment process. This is optional for some Senior High School applicants)
- d. Certified photo copy of Ratings obtained in Licensure Examination for Teachers or Professional Board Examination for Teachers. In case the applicant failed to receive his/her rating or if he/she accidentally lost it, a certificate of Verification of Rating from the PRC or internet is accepted; (Note: This is optional for some Senior High Schools applicants)
- e. Xerox copy of Transcript of Records duly authenticated by the School Registrar or any authorized representative;
- f. Copy of Service Record/s or certificate of teaching/industry/workplace experience/s;
- g. Certificate of Clearance for those who are currently employed; (Note: This is optional if the employer failed to issue the clearance)
- h. Certificates of Specialized Training/s if any;
- i. Certified copy of Voter's ID and/or any proof of residence as deemed acceptable by the Screening Committee. Applicant who has been residing for at least six (6) months at the barangay, municipality, city or province in which the school being applied to for a teaching position is located, as evidenced by the Personal Data Sheet (CSC Form 212, Revised 2017) shall be considered as bona fide applicant. An applicant who has taught as an LGU-funded teacher, Kindergarten Volunteer Teacher (KVT) or substitute teacher for at least one (1) school year in the barangay, municipality, city or province where the school being applied to for a teaching position is located shall also be considered as a bona fide resident, to be validated by a certificate of employment;
- j. Updated NBI Clearance; and
- k. Omnibus certification of authenticity and veracity of all documents submitted and signed by the applicant.

II. APPLICANT'S RESPONSIBILITY AND ACCOUNTABILITY

- a. If any of the required documents is lacking, the Screening Committee shall not accept the application.
- b. 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.
- c. Applicants must arrange their documents with proper pagination according to the sequence of the above-enumerated required documents. All documents must be fixed by fastener; therefore the use of sliding folder is discouraged. Applicant's name and

address must be written on the outside front cover of the folder following the prescribed color code such as:

- Green folder for Kindergarten
- Red folder for Elementary
- Blue folder for SPED
- Pink for IPed
- Yellow folder for Junior High School
- Orange folder for SHS Core Subjects and blue folder for SHS TVL Groups (with specific track written in the front cover)

Note: Attachment of unnecessary document is strictly not allowed.

III. EVALUATION CRITERIA

a. Kindergarten, Elementary, SPED and Junior High School

CRITERIA	POINTS
Education	20
Teaching Experience	15
LET/PBET Rating	15
Specialized Training and Skills	10
Interview	10
Demonstration Teaching	15
Communication Skills	15
TOTAL	100

b. Indigenous People Education

CRITERIA	POINTS
Education	15
Teaching Experience	10
LET/PBET Rating	15
Specialized Training and Skills	15
Interview	20
Demonstration Teaching	20
Communication Skills	5
TOTAL	100

c. Senior High School

CRITERIA	Academic and Core Subjects Groups I-A, I-B, IC, I-D, II, III-A and III-B	TVL Groups IVA, IV-B, IVC, and IV-D	Arts and Design Group V	Sports Group VI
Education	20	15	15	15
Teaching/Industry/ Workplace Experience	15	20	20	20
Specialized Training	10	20	15	15
Interview	15	15	15	15
English Communication Skills	10	5	5	5
Portfolio/Outstanding Achievements	10	10	15	15
Demonstration Teaching	20	15	15	15
TOTAL	100	100	100	100

IV. EXPERIENCE

- a. Teaching Experience in Early Childhood (EC) Kindergarten/Preschool, Elementary, Secondary, Tertiary, Higher Education, Special Education (SPED), Alternative Learning System (ALS), Technical-Vocational Education and Training (TVET), Learning institutions offering cultured-based education programs for indigenous people (IP) – even prior to passing the LET – shall be given 0.15 point for every month of service but shall not exceed twelve (12) points.
- b. The full 0.15 point per month of teaching experience shall be given to the applicants who have come from schools and institutions that are government-accredited or recognized.
- c. Certificate/s of employment shall be used to determine validity of teaching experience.
- d. Teaching experience of kindergarten volunteer teachers (KVT) and LGU-funded teachers shall merit additional points on top of the score they obtain from the above point system, as follows:

Less than 1 year experience	=	+1 point
to less than 3 years experience	=	+2 points
3 or more years experience	=	+3 points
- e. Experience from private schools will only be counted if the schools are DepEd recognized or have an approved certificate to operate from the DepEd.
- f. Applicants who were hired as PARA Teacher, LGU/Locally Funded Teachers or Contractual are required to attach copy of Job Order or signed contract. In addition with this, a certification issued by the school head of teaching experiences indicating the inclusive dates and specific subject or grade level taught is also asked.
- g. Applicants who have substituted in public schools must attach their approved Appointment/s. In case that the appointment is on process a photocopy of appointment signed by the Schools Division Superintendent or a certification indicating the inclusive dates of services signed by the respective school will be attached.
- h. Experience as Volunteer Teacher shall be signed by the Schools Division Superintendent and still be subjected to verification by the screening committee.
- i. Experience acquired as PARA or Volunteer Teacher from the school where there is no shortage of teacher/s shall be attached with justification of school head indicating the very valid reason why the services of the teacher was in need but still subject for verification of the screening committee.
- j. Experience as On-call teaching scheme or handling only one subject or two, or Teacher Aide will not be counted hence, such certification or document will not be attached anymore.
- k. For IPed applicants, please refer to D.O. no. 50, s. 2016 paragraph 7.2 while for Senior High School applicants please refer to D.O. no. 3, s. 2016 paragraph 3.

V. SPECIALIZED TRAINING

- a. Specialized training for skills development in fields related to the work, duties, and functions of the Teacher I position to be filled shall be given a maximum of 10 points. Therefore if the elementary level applicants for example present the Bookkeeping, Front Desk Servicing, Tile Setting Certificates and the like is not accepted.
- b. In the assignment of points, the following should be met: Presentation of a certificate of at least ten (10) days' training - 5 points or nothing; Demonstration of the skill - 5 points or nothing.

- c. For applicants who may be assigned to a school located in an IP community and/or serving IP learners, knowledge and proficiency in the language(s) and culture of the concerned IP community shall be validated and be given corresponding points.
- d. For IPED applicants, please refer to D.O. no. 50, s. 2016 paragraph 7.4 while for Senior High School applicants please refer to D.O. no. 3, s. 2016 paragraph 4.
- e. The applicants are required to bring their own materials during the demonstration of skills if necessary.
- f. Do not attach training certificate that is not considered as specialized.

VI. DEMONSTRATION TEACHING

- a. Kindergarten and SPED applicants will prepare lesson suited for their respective learners.
- b. Elementary applicants will demonstrate any subject and any grade level they wanted.
- c. Demonstration lesson for Mother Tongue subject during shall be prepared in Tagalog but the medium of instruction to be used shall be any local Mother Tongue or Lingua Franca of the community, except the Tagalog language.
- d. Junior High School applicants will demonstrate the subject of their field of specialization in any Grade level they wanted.
- e. Senior High School applicants will demonstrate the subject or track he/she is applying for.
- f. IPED applicants are expected to demonstrate knowledge and skills in integrating indigenous knowledge, cultures and skills into teaching-learning process appropriate to age, maturity and grade of the IP learners to be handled.
- g. Applicants must wear any appropriate attire during the demonstration teaching.
- h. All lessons must be aligned to K to 12 Curriculum.
- i. Lesson Plan must be detailed and prepared in long bond. Number of copies to be reproduced will be later announced.

VII. INTERVIEW

- a. The Division Selection Committee shall interview all the applicants and ensure that they have equal opportunities to be assessed. Applicants shall be interviewed on topics such as:
 - K to 12 Program
 - Senior High School (for senior)
 - Professional experience/Instructional skills
 - Technology/computer skills
 - Classroom discipline
 - Classroom management
 - Knowledge of content/materials
 - Planning skills
 - Relationships with administration, staff, parents, and students
 - Personal qualities
- b. Applicants are required to wear appropriate attire.