



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

20 JANUARY 2020

DIVISION MEMORANDUM

No. 024 s. 2020

**RECRUITMENT, EVALUATION AND SELECTION OF
NEW TEACHER APPLICANTS FOR TEACHING POSITIONS IN
ELEMENTARY AND SECONDARY SCHOOLS FOR SY 2020-2021**

To: SGOD and CID Personnel
Public Schools District Supervisors/In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the Recruitment, Evaluation and Selection of New Teacher Applicants for Teaching Positions in Elementary and Secondary Levels for School Year 2020-2021 in accordance with DepEd Order No.7 and DepEd Order No.22, s.2015 entitled *Hiring Guidelines for Teacher I Positions Effective School Year 2015-2016*, DepEd Order No.3, s.2016 entitled *Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year 2016-2017* and DepEd Order No.51, s.2017 entitled *Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines*.
2. All Elementary applicants shall submit their pertinent documents to the District Offices while the Junior and Senior High School applicants shall submit to the School Head of the Junior/Senior High School where a teacher shortage or vacancy (regular and/or natural) exists.
3. A written application (preferably with a Unique Applicant Number or UAN indicated), supported by the following documents stated below shall be submitted between February 3–14, 2020;
 - a) CSC Form 212 (Revised 2005) with 2x2 ID Picture
 - b) Certified photocopy of PRC Professional Identification Card or a PRC Certification showing teacher's name, LET rating, and other information recorded in the PRC Office.
 - c) Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET/ Professional Board Examination for Teachers (PBET)
 - d) Certified copy of Transcript of Records (TOR) with Weighted General Average signed by the School/University Registrar.
 - e) For Education Graduates – WGA of the Baccalaureate Course. For Second Coursers- WGA of Baccalaureate Course plus the Education units earned.
 - f) Copies of service record, performance rating, school clearance for those with teaching experience. If unavailable, the applicant must submit a justification



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- citing the reason/s for unavailability. For those who are still connected with private schools/TEIs, clearance may follow on or before March 31, 2020:
- g) Certificates of Specialized Trainings, if any.
 - h) Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
 - i) Omnibus certification of the completeness, authenticity and veracity of all documents submitted, duly signed by the applicant.
4. In the preparation of the pertinent documents, applicants shall observe the following color coding of long-sized ordinary (board) folders:
- | | | |
|---------------|---|--------|
| a) Kinder | = | Pink |
| b) SPED | - | Orange |
| c) Elementary | - | Green |
| d) Junior HS | - | Blue |
| e) Senior HS | - | Red |
5. Observe proper arrangement, pagination, fastening and tabbing.
- a) The pertinent papers shall be arranged orderly based on Paragraph 3 of this Division Memorandum.
 - b) There must be a Table of Contents at the top of these documents and each sheet must bear a page number.
 - c) The documents shall be fastened at the top right portion inside the folder while the tabbing; according to the Table of Contents shall be placed at the BOTTOM of the document.
 - d) Deliberation shall be attached at the left portion inside the folder. (The deliberation sheet is available for download at www.depedmisor.net > Downloadables > Templates > Deliberation Sheet for Teacher Applicants)
6. Applicants shall prepare only one (1) set of pertinent documents.
7. Applicants who applied during the last two (2) School Years (18-19 and 19-20) may update and submit additional relevant documents to the Division Office consolidated at district level with transmittal letter and receipt by the Receiving Section.
Note: No updating shall be done at the District Level.
8. Applicants who joined the selection process and had applied at least three (3) times but were not hired are considered NEW APPLICANTS. Therefore, they have to go through the entire screening process.
9. Other reminders
- Applicants must present **original copies** of the documents during the schedule of Teaching Demonstration and Interview.
 - Paragraph 3.4 of DepEd Order No. 14, s. 2014, as provided in Sec 26 (b) paragraph 2 of RA 9293, teachers who have not practiced their profession for the past five (5) years shall be required to take 12 units of education courses, consisting of at least (6) units of pedagogy and six (6) units of context courses.





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10. Enclosed to this memorandum is the Timeline of Activities on Recruitment, Evaluation and Selection of New Teacher Applicants for Teaching Positions in Elementary and Secondary Levels for School Year 2020-2021.

11. Immediate dissemination of and strict compliance with this Memorandum is directed..


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Encl.: As stated

References: DO 7, s.2015; DO 22, s.2015
DO 3, s.2016; and DO 51, s.2017

To be indicated in the Perpetual Index under the following subjects:

POLICY	RECRUITMENT
SELECTION	SCHOOLS
TEACHER-APPLICANTS	

SGOD, HRD-IKM

Page 1 – Recruitment, Evaluation and Selection of New Teacher Applicants for Teaching Positions in Elementary and Secondary Schools for SY 2020-2021



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TIMELINE OF ACTIVITIES
RECRUITMENT, EVALUATION AND SELECTION
OF NEW TEACHER APPLICANTS FOR TEACHER I POSITIONS
IN ELEMENTARY AND SECONDARY LEVELS FOR SCHOOL YEAR 2020-2021

January 30, 2020	Orientation of Teacher Applicants (MOGCHS–Lugait Districts) 8:00 AM – 12:00 NN – Elementary Teacher Applicants 1:00 PM – 5:00 PM – Secondary Teacher Applicants Venue: Alubijid NCHS, Alubijid, Misamis Oriental
January 31, 2020	Orientation of Teacher Applicants (Magsaysay– Tagoloan Districts) 8:00 AM – 12:00 NN – Elementary Teacher Applicants 1:00 PM – 5:00 PM – Secondary Teacher Applicants Venue: VN Chaves MCS, Villanueva, Misamis Oriental
February 3–14, 2020	Submission of Application and Pertinent Documents (New Applicants and for Updating) Kinder/SPED/Elementary – District Office Junior/Senior HS – School where teacher shortage or vacancy exists
February 17, 2020	Submission of Folders – New Applicants and for Updating (from the District Office to the Division Office)
February 26–28, 2020	Demonstration Teaching and Interview (Elementary Level)
March 4–6, 2020	Demonstration Teaching and Interview (Secondary Level)
March 9–20, 2020	Further Review and Finalization of the RQA
March 23–27, 2020	Printing and Reproduction of the RQA
April 6–10, 2020 (tentative)	Posting of the RQA @DepEd Misamis Oriental official website and at least two (2) other conspicuous areas
May 4–8, 2020	Furnishing Copies of the RQA to the LGU's

Teacher-applicants are given only fifteen (15) calendar days after the posting of the RQA to submit a letter request for correction of entry (if there is any) to the office of the Schools Division Superintendent.



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