



January 03, 2018

VISION MEMORANDUM NO. 009 S 2018

- : OIC – Asst. Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisor s  
All Public Elementary/Secondary School Heads  
All Other Concerned

**ACCEPTING AND SCREENING OF TEACHERS-APPLICANTS  
FOR ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL, SY 2018-2019**

1. The Division announces the acceptance and screening of teacher-applicants for School Year 2018-2019. The following schedule shall be followed:

January 3-31 2018	- Announcement of Vacancies and Receipts of Applicants
February 1-15 2018	- School District/Cluster Level Committee Screening
February 16 - March 16 2018	- Verification and Validation of documents submitted Interview and Demonstration Teaching (to be scheduled)
TBA	- Administration of English Proficiency Test (EPT)
April 30 2018	- Posting of Registry of Qualified Applicants (RQA)
2. ALL teacher-applicants who are in the RQA for SY 2017-2018 through DepEd Orders 7 and 22, s. 2015 and DepEd Order 3, s. 2016 and for the special ranking conducted by this office and were not yet hired for permanent positions are required to apply again and completely undergo the required hiring process. There is **NO CARRY OVER** of points because the RQA is only valid for one (1) school year.
3. Some provisions stipulated under DepEd Order No. 7, s. 2015, known as the "Hiring Guidelines for Teachers 1 Positions" and DepEd Order No. 3, s. 2016, known as "Hiring Guidelines for Senior High School (SHS) Teaching Position Effective SY 2016-2017", relative to the application process and requirements are hereby reiterated:
  - 3.1 An applicant shall submit to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists, a written application supported by documents which are clearly stated in item 5.2 ( DO no. 7 s. 2015) for Elementary and Junior High School and V.2 ( DO No. 3, s. 2016) for senior High School.
  - 3.2 The applicant assumes 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.
  - 3.3 The School Screening Committee shall:
    - 3.3.1 Receive application and documents
    - 3.3.2 Verify and certify as to completeness, veracity, accuracy and authenticity of documents.
    - 3.3.3 Issue a certification to each applicant that it has received the applicant specifying the documents that have been submitted in support of the application
    - 3.3.4 Immediately notify the applicant to facilitate the complete and proper submission of documents, if any of the required documents are incomplete or invalid.
    - 3.3.5 Produce copies of the received application and documents before submitting a copy to the district/cluster then to the Division Selection Committee which are to be kept in the office of the school head for records purposes.
4. Furthermore, the School Screening Committee shall prepare an **initial rank list** which appears the computed and its equivalent in education (MA/PhD/GWA), teaching/working experience, LET/PBET rating, specialized training and skills and additional point/s for KTV and/or LGU-funded teachers (if any). It shall be duly signed by the members of the committee.
5. Each district/cluster is requested to submit a **hard and soft copy in CD form** of the consolidated initial rank lists of teacher-applicants of schools on or before **February 15, 2018**. For the elementary level, classify teacher applicants as to **kindergarten, elementary and SPED**. For junior High School level, classify teacher applicants according to **area of specialization**. And for

6. The English Proficiency Test (EPT) shall be administered to new applicant and to those who were not hired this SY 2017-2018 by the Bureau of Education Assessment (BEA). However, the Senior High School applicants who have taken the EPT by the BEA may opt **NOT** to retake the test.
7. Likewise for the elementary level, PSDSs are designated to assist the Division Selection Committee. In the secondary level (JHS/SHS) they will be assisted by the Education Program Supervisors (EPSs) in the different learning areas/tracks.
8. The following are the member of the Division Selection Committee whose functions are spelled out in DepEd Order No. 7, s. 2015 and Dep Ed Order No. 3, s. 2016.

#### ELEMENTARY

Chair : Leonardo C. Canlas, Ed.D., CESE, ASDS (Elem)  
 Members : Alvin G. Gozun (EPS 1)  
 Mary Anne Bernadette M. Samson (EPS 1)  
 Rosalin S. Muli (EPS 1)  
 Antonio Ramos, Pres, PESPA  
 Engr. Ric C. Carino, Pres., Div. FPTA  
 Marita Nicdao, Div. SPED Coordinator  
 Philip T. Paulino, Pres. Pamp, PSTA  
 JB B. Manalang

#### SECONDARY


##### A. Junior High School (JHS)

Chair : Rowena T. Quiambao, CESE, ASDS (Sec)  
 Members : June D. Cunanan (EPS 1)  
 Ruel F. Bondoc (EPS 1)  
 Maria Carmen M. Evangelista (EPS 1)  
 Joel P. Cadiang, Pres, ASSHP  
 Engr. Ric C. Carino, Pres., Div. FPTA  
 Marita Nicdao, Div. SPED Coordinator  
 Philip T. Paulino, Pres. Pamp, PSTA

##### B. Senior High School (SHS)

Chair : Rowena T. Quiambao, CESE, ASDS (Sec)  
 Members : Paz I. Canlas (EPS 1) - STEM  
 George M. Guilas (EPs II) –HUMSS (IC/ID) and P.E.  
 Cherry G. Vinluan (EPS 1) – HUMSS (IA/IB)  
 Cornelius F. Ducut (EPS 1) – ABM  
 Leandro C. Canlas (EPS 1) – TVL  
 Joel P. Cadiang, Pres, ASSHP  
 Philip T. Paulino, Pres, Pamp. PSTA  
 Arnold Montemayor, (EPS II), Regional Supervisor Observer  
 JB B. Manalang

9. The officer of the Administrative Officer IV (HRMO) will provide secretariat services, to wit:  
 Sheena R. Masangcay- Elementary  
 Mervie Dave Baccay- Secondary
10. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
 Officer- In-Charge  
 Office of the Schools Division Superintendent

Enc: As stated

References: DepEd Order Nos. 12&25 s. 2012  
 DepEd Order No. 14, s. 2014  
 DepEd Order No. 7, s. 2015