



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



Division Memorandum

No. 072 s. 2017

TO : OIC-ASST. SCHOOLS DIVISIO SUPERINTEDENT
CHIEF, CURRICULUMM IMPLEMENATION DIVISION (CID)
CHIEF, SCHOOL GOVERNANCE AND OPERATION DIVISION (SGOD)
ADMINISTRATIVE OFFICER V
HUMAN RESOURCE MANAGEMENT OFFICER (HRMO)
PSB COMMITTEES (Elementary and Secondary)

FROM: CATHERINE T. TALAVERA, Ph.D
OIC- Schools Division Superintendent

SUBJECT: TIMELINE FOR THE SUBMISSION OF DOCUMENTS, VALIDATION AND
AUTHENTICITY OF DOCUMENTS, DEMONSTRATION TEACHING,
INTERVIEW DELIBERATION OF DOCUMETNS AND THE
ADMINISTRATION OF THE ENGLISH PROFICIENCY TEST (EPT) FOR
TEACHER I POSITIONS EFFECTIVE S.Y 2017-2018

DATE: March 13, 2017

1. This is to inform all concerned regarding the timeline for the process for the submission of documents, validation and authenticity of documents, demonstration teaching, interview, deliberation of documents and the administration of the EPT for Teacher I positions effective S.Y 2017-2018.
2. Please refer to the attachment for the timeline/schedule.
3. Widest dissemination of this memorandum is desired.





**TIMELINE FOR SUBMISSION OF DOCUMENTS, DEMONSTRATION TEACHING AND
INTERVIEW FOR TEACHER I POSITIONS EFFECTIVE S.Y 2017-2018**

DATE	ACTIVITIES	PERSON INVOLVED
January 16-31, 2017	Submission of Pertinent Documents to School Screening Committee (Elem/Sec)	Teacher I Applicant
February 1-10, 2017	Preliminary Evaluation of Pertinent Documents	School Screening Committee
February 13-17, 2017	Submission of Preliminary Evaluation Report (with corresponding documents and requirements) to Division HRMO	HRMO
March 2, 2017	Orientation for Teacher I Applicants	PSB HRMO
March 6-10, 2017	Verification of documents to Completeness, Accuracy, Authenticity and Veracity	SDO Validity Team
March 27-31, 2017	Orientation on the Guidelines for Demonstration Teaching. Crafting of Lesson Plan and Demonstration Teaching Proper.	PSB HRMO EPS MT
March 19 or March 25, 2017	Tentative: Administration of English Proficiency Test	PSB SEPS in-charge of Testing
April 17-21, 2017	Interview	PSB (Elem./Secondary) Chief –CID Chief – SGOD EPS
April 24-26, 2017 April 28, 2017	Deliberation of Pertinent Documents	PSB HRMO
May 2, 2017	Review, Consolidation and Preparation of the Registry of Qualified Applicants (RQA)	SDS PSB HRMO
May 3 , 2017	Submission and Deliberation on the RQA	
May 4, 2017	Approval and Dissemination of the RQA	SDS PSB HRMO

