



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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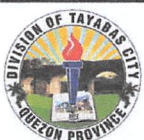
17 JAN 2020

DIVISION MEMORANDUM  
No. 018 s. 2020

**CALL FOR APPLICATION FOR TEACHER I POSITION  
SY 2020-2021**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In pursuant to DepEd Order No. 7, s. 2015 dated March 27, 2015 entitled "Hiring Guidelines for Teacher I Positions Effective SY 2015-2016" and DepEd Order No. 3, s. 2016 dated January 21, 2016 entitled "Hiring Guidelines for Senior High School (SHS) Teacher Positions effective SY 2016-2017", this Division issues the matrix of the activities to be conducted by the School and Division Screening Committees.
2. In order to attain overall success of Division Annual Assessment of applicants for Teacher I position, this memorandum is issued.
3. In line with this, it is reiterated that the School Screening Committee shall have the following functions:
  - a) Ensure that the step by step procedure in applying for Teachers I position, including copy of DepEd Order No. 7, s. 2015 and DepEd Order No. 3, s. 2016, must be posted at conspicuous place before, during selection process and until the posting of the approved RQAs.
  - b) Receives applications and documents Mondays to Fridays from 8:00AM to 4:00PM.
  - c) Verifies and certifies as to completeness, veracity, accuracy and authenticity of documents;
    - c1. Attached Certification of General Weighted Average in numerical figure from the school graduated subject for validation;
    - c2. Attach Certification/Clearance from previous employer
  - d) Issued certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application;



 Brgy. PotoI, Tayabas City  
 (042) 710-0329 or 797-0773

 [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
 [tayabas.depedr4a.net](http://tayabas.depedr4a.net)



d1. The School Screening Committee which is chaired by the School Head with (4) teachers in the elementary level and (4) department heads or teachers in different learning areas in secondary shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents.

d2. Regardless of being incomplete or invalid, however, all applicants must still be forwarded to the Division Selection Committee, albeit such submission must be noted and marked by the Committee.

d3. Require the applicants to submit all documents in **green** folder for Kinder applicants, **yellow** folder for SPED applicants, **orange** for Elementary applicants, blue folder for Secondary and **pink** folder for Senior High applicants.

d4. Submits the list of applicants with the corresponding documents to the Division Selection Committee.

3. Timeline of Activities on Hiring of New Teacher I Applicants for SY 2020-2021

DATE	ACTIVITIES	VENUE
	Online Registration through <a href="http://application.deped.gov.ph">http://application.deped.gov.ph</a>	
February 7, 2020	Deadline of submission of application in the School	School
February 14, 2020	Deadline of submission of application in the Division Office	Division Office
February 21, 2020	Orientation of Applicants (subject for issuance of a separate memorandum)	Division Office
February 24- March 14, 2020	Demo Teaching Skills Kinder/Elementary/Secondary Junior High/Secondary Senior High (subject for issuance of a separate memorandum)	Division Office
	English Proficiency Test (subject for issuance of a separate memorandum)	Division Office
	Interview Kinder/Elementary/Secondary Junior High/Secondary Senior High (subject for issuance of a separate memorandum)	Division Office

4. Interested applicants are advised to hand in or send through courier their application to:

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent  
DepED City Schools Division of the City of Tayabas  
Brgy. Potol, Tayabas, City



Brgy. Potol, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



tayabas.depedr4a.net





## **APPLICATION REQUIREMENTS**

1. An Applicant shall submit to the head of elementary or secondary school, a written application supported by the following documents:

### **KINDERGARTEN, Elementary & Junior High School:**

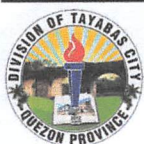
- a. CSC Form 212 (revised 2017) in two copies with latest 2x2 picture;
- b. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating and other information recorded in the PRC Office;
- c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
- d. Certified copy of transcript or records (with certification of the General Weighted Average (GWA) obtained);
- e. Copies of the service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability;
- f. Certificate of specialized training, if any;
- g. Certified copy of the Voter's ID and or/any proof of residency as deemed acceptable by the School Screening Committee;
- h. NBI Clearance;
- i. Omnibus certification of authenticity and veracity of all documents submitted signed by the applicant.

### **Senior High School**

- a. Letter of intent which indicate the following information:
  - a.1 Statement of purpose/expression of interest;
  - a.2 Subject group he/she intends to teach;
  - a.3 Preferred school (s), if any;
- b. CSC Form 212 (Revised 2017) in two copies with latest 2x2 ID picture;
- c. Certified photocopy of certificates of relevant specialized trainings, if any;
- d. Certified copy of the Voter's ID and/or any proof of residency;
- e. NBI Clearance
- f. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.

### **Additional Requirements**

- g. Certified photocopy of Diploma on Bachelor's degree;
- h. Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject;
- i. Certified photocopy of PRC professional identification card/certificate of registration/license;
- j. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board examination for Teachers (PBET);



**Additional Requirements for TVL Applicants**

- k. Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught.
- l. Certified photocopy of Trainer's Methodology Certificate (TMC), if available;

**Additional Requirement for HEI/TVI Faculty:**

- m. Certified photocopy of Certification of Status of Employment /Service Records from HEI/TVL.  
Certificate of Service Rendered and Good Standing from his/her previous employer with the information, if available
  - m.1 Employer's Name\
  - m.2 Job Title
  - m.3 Duration of services rendered by the applicants employee

Note: 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.

5. Widest Dissemination of this Memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent

Encl.:  
As stated

References  
DepEd Order No. 7, s. 2015  
DepEd Order No. 3, s. 2016

