



Republic of the Philippines
 Department of Education
 Region XI
CITY SCHOOLS DIVISION OF DIGOS CITY
 Digos City




Office of the City Schools Division
 Superintendent

Tel. No. (082) 553-8375; 553-8376; 553-8396

Division Memorandum No. 062, s. 2017

TO : CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Division Administrative Officer
 Elementary and Secondary School Heads
 All Others Concerned

FROM : 
 DEE D. SILVA, DPA, CESO VI
 Schools Division Superintendent

SUBJECT : Schedule of Activities for the Hiring of Teachers for SY 2017-2018

DATE : January 31, 2017

1. In pursuance to DepEd Order No. 9, s. 2016 entitled "Reinforcement of DepEd Order Nos. 7 and 22, s. 2015 as the *Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions*" and *DepEd Order No. 3, s. 2016 "Hiring Guidelines for Senior High School Teaching Positions Effective School Year 2016-2017"*, the timelines below shall be observed for the hiring of teachers for School Year 2017-2018.

Date	Activities
February 1, 2017	- Posting of this Timelines in the School
February 6, 2017	- Deadline for submission of List of School Screening Committee to the Division Office for Designation Order
February 17, 2017	- Deadline for submission of Pertinent Papers of applicants to the school
February 20-21, 2016	- Verification of Documents as to completeness, veracity, accuracy and authenticity by the School Screening Committee
February 22, 2016	<ul style="list-style-type: none"> - Deadline for submission of Pertinent Papers of applicants from the school to the Division Office (Note: With attached endorsement and built-in certification that pertinent papers of applicants underwent verification as to completeness, veracity, accuracy and authenticity) - For the endorsement of Pertinent Papers, have them coursed through the following: <ul style="list-style-type: none"> a) <u>Junior High School:</u> Attention: EMMANUEL P. HUGO Chief, Schools Governance and Operation Chairman – Division Selection Committee (Junior High School) b) <u>Senior High School:</u> Attention: LUZMINDA B. JASMIN Education Program Supervisor Focal Person - Senior High School c) <u>Kindergarten and Elementary Levels:</u> Attention: BEVERLY S. DAUGDAUG, ED.D Chief, Curriculum Implementation Division Chairman – Division Selection Committee (Elementary)

DepEd Schools Division of Digo

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Date: JAN 31 2017 Time: 1:36:2

By: 

Date	Activity
February 23-March 29, 2017	<ul style="list-style-type: none"> - Evaluation of applicants' Pertinent Documents (by the Application Documents Evaluation Committee) - Submission of Evaluation Results to Secretariat
March 23-24, 2017	<ul style="list-style-type: none"> - Preparation of General List of Applicants by Level, and their corresponding schedule for Demonstration Teaching, Skill Demonstration and Interview
February 27, 2017 (9:00 A.M.)	<ul style="list-style-type: none"> - Meeting of Division Selection Committee Members and all other Team Members for concerns on Demonstration Teaching, Interview, Evaluation of Applicants' Documents and Completion of Entries in the Ranking Form
February 27, 2017	<ul style="list-style-type: none"> - Deadline for submission of List of Classes and Room Numbers to be used during the Demonstration Teaching (Digos City NHS, Digos City Senior High School-Stand Alone, Ramon Magsaysay CES, Digos City CES & G. Reusora CES)
February 27, 2017 (1:00 P.M.)	<ul style="list-style-type: none"> - Orientation of Applicants at Digos City National High School Covered Court – c/o Mr. Manapol for the preparation of venue and needed equipment.
March 5, 2017 (Sunday)	<ul style="list-style-type: none"> - Conduct of English Proficiency Test (Tentative)
February 28 - March 3, 2017	<ul style="list-style-type: none"> - Demonstration Teaching for Kindergarten, Elementary and Junior High School applicants - Submission of results to the Secretariat <p>Venue: Junior High School at Digos City National HS, and Kinder and Elementary at Ramon Magsaysay Central ES for Digos Oriental District, Digos City Central ES for Digos Occidental District, and G. Reusora ES for Mt. Apo District.</p>
March 6,8 &10, 2017	<ul style="list-style-type: none"> - Demonstration Teaching for Senior High School applicants Venue: Digos City SHS-Stand Alone - Submission of results to the Secretariat
March 16-17, 2017	<ul style="list-style-type: none"> - Skills Demonstration a) March 16 – for Kindergarten and Elementary School applicants b) March 17- for Junior High School applicants
March 27-April 17, 2017	<ul style="list-style-type: none"> - Interview of applicants at the Division Office a) March 27-29 – for Kindergarten and Elementary School applicants b) April 10-12 – for Junior High School applicants c) April 13,14,17 – for Senior High School applicants - Submission of results to the Secretariat
April 24 – May 5, 2017	<ul style="list-style-type: none"> - Completion of entries in the Ranking Form (by the Secretariat) - Review and Finalization of Registry of Qualified Applicants (RQA) by the Chairmen of the Division Selection Committees - Approval and Signing of RQA - Posting of RQA

2. It is likewise emphasized that all new and old applicants including those included in the Registry of Qualified Applicants (RQA) for CY 2016 (DepEd Order No. 7, s. 2015), those who underwent calibration (DepEd Order No. 22, s. 2015), those in the Senior High School (SHS) RQA, and those who did not qualify but have undergone hiring procedures under DepEd Order No. 3, s. 2016 shall again submit themselves to the hiring procedures for SY 2017-2018.
3. The specified schools used as venues for Demonstration Teaching are required, in coordination with Dr. Daugdaug, CID Chief, to provide enough number of classes to accommodate all applicants on specific time schedule. It is also requested that the concerned advisers/subject teachers shall still report to their classes to facilitate the conduct of demonstration teaching in their own classes.
4. For immediate dissemination and compliance.