

Republic of the Philippines

Department of Education region XI schools division of digos city

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Division Advisory No. <u>41</u> s. 2021 June 16, 2021

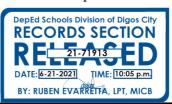
In compliance with DepEd Order No. 8, 2013
this Advisory is issued not for endorsement per DO 28, s. 2001,
but for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

Changes in Division Memorandum No. 317, s. 2021 Re: Creation of Division Committees by District, and Timelines for the Screening of Teacher-Applicants for SY 2021-2022

1. In reference to Division Memorandum No. 317, s. 2021 dated May 20, 2021, the field is hereby informed of the changes in timeline on Screening of Teacher-Applicants for SY 2020-2021, to wit:

DATE	ACTIVITY		
June 7- 22	Information – Dissemination Period/Posting of Information		
June 9	Meeting of Members of the Personnel Selection Board		
	and Division Committees for Each District		
June 23	Deadline on Submission of Pertinent Papers of Teacher-Applicants to the School		
June 25	Deadline on Endorsement of Pertinent Papers of Teacher-Applicants and other		
	documents from the School to Division Committees by District/Cluster		
	(Hard and Electronic Copy)		
June 28 (PM)	Online Orientation of Teacher-Applicants		
July 1	Submission of Videos for Demonstration Teaching		
July 4	Conduct of English Proficiency Test		
July 5-8	Evaluation of Demonstration Teaching Videos (by District/Cluster)		
July 9	Conduct of Skills Demonstration (for Kindergarten, Elementary and		
	Junior High School only by District/Cluster)		
July 12-14	Interview of Teacher-Applicants		
July 15-21	Evaluation of Applicants' Documents		
July 22	Submission of Results (District RQAs) to Consolidator in Elementary Level		
July 26	Submission of JHS, SHS, Consolidated District Level Results and all Application		
	Documents to HRMO		
	Finalization of RQA		
July	PSB Conference and Signing of Documents (RQA) for Recommendation to SDS		
	Posting of Registry of Qualified Applicants (RQA)		

- 3. All other details in the aforementioned Memorandum remain in effect.
- 4. For information, dissemination and compliance.



CRISTY C. EPE
Schools Division Superintendent





Republic of the Philippines

Department of Education REGION XI SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM No. 317, s. 2021

May 20, 2021

CREATION OF DIVISION COMMITTEES BY DISTRICT, AND TIMELINES FOR THE SCREENING OF TEACHER-APPLICANTS FOR SY 2021-2022

To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
All Other Division Personnel Concerned
Elementary and Secondary School Heads

1. In pursuance to Memorandum DM-PHROD-2021-0091 on Interim Strategies and Protocols on Teacher Hiring for School Year 2021-2022 in view of the COVID-19 Situation, DepEd Order No. 7, s. 2016 on Hiring Guidelines for Teacher I Positions Effective School Year 2015-2016, and DepEd Order No. 3, s. 2016 on Hiring Guidelines for Senior High School Teaching Positions Effective SY 2016-2017, the different Division Committees are hereby created to handle the screening of teacher-applicants per District/Cluster for SY 2021-2022, to wit:

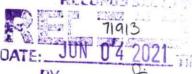
District	Chairperson	Co- Chairperson	Members	PSB Assigned
Mt. Apo	Patriotiso O. Peñas	Cherry Rosette E. Oliva	Michelle Cadungog, Maryglor Tabanao, Aldin Barsalote, Antonia Jumawan	Beverly s, Daugdaug
Digos South	Helen A. Casimiro	Jessica Lucero	Joan M. Niones, Merilyn T. Salboro, Cherrie Ann B. Bohol, Myleen Samonte	Sollie B. Oliver
Digos Oriental	Ferna Renera T. Alde	Mary Joy B. Fortun	Ronilyn P. Nieves, Mario Andales, Zandria Sy, Edsel Nacua	Francis Jude Alcomendras
Digos Occidental	Neil D. Bongacayao	Ely G. Cataluña	Tito M. Endrina, Inda D. Nacua, Rachel R. Pogoy, Lorelie Deiparine	Myhrra Faye Llanos
Ronilyn P. Nie Secondary Sch	eves – consolidate	or of results from	the 4 Districts	
Junior HS	Clarence S. Pillerin	Gervacio R. Salinas, Jr.	Angel V. Bisaga, Jr. Gemma M. Salanga, Noba J. Robion, Aimee Amor C. Porto, Maria Carmela Gillado, Felipe Degamo, Jr.	ASDS Basilio A. Manaay
Senior HS		Luzminda B. Jasmin	Ida I. Juezan, Jemboy B. Cabrella, Raquel L. Cedeño, Rizza L. Villaluna, Elizabeth R, Bueron, Eugene C. Sayson	Rafael Mediodia III



- 2. The different Division Committees by District/Cluster are expected to perform the following tasks:
 - a) Provision of guidance to all schools:
 - b) Conduct of orientation among teacher-applicants;
 - c) Evaluation of teaching skills of applicants through the use of Demonstration Teaching Videos;
 - d) Conduct of Interview;
 - e) Conduct of Skills Demonstration (for applicants in Kindergarten, Elementary & Junior High School);
 - f) Evaluation of Applicants' Pertinent Documents;
 - g) Preparation and Submission of List of Registry of Qualified Applicants (RQA); and
 - h) Performing other related tasks.
- 3. Attached is the Timeline on Screening of Teacher-Applicants for SY 2021-2022.
- 4. The school is reminded to ensure verification of documents as to completeness, veracity, accuracy and authenticity; and to issue a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application. A duplicate copy of said certification is expected to be attached to the folder of the applicant.
- 5. For guidance, compliance, and wide dissemination.

CRISTY C. EPE Schools Division Superintendent

DepEd Schools Division of Bigos City
RECORDS NEED and





TIMELINE ON SCREENING OF TEACHER-APPLICANTS FOR SY 2021-2022

DATE	ACTIVITY	IN
June 7- 17	Information – Dissemination Period/Posting of Information	CHARGE
T 0		Respective School
June 9 (1:00 PM)	Meeting of Members of the Personnel Selection Board and Division Committees for Each District To discuss: a) Over-all Flow of the Screening – ASDS Basilio P. Manaay (PSB Chair) b) Memorandum DM-PHROD-2021-0091 – Francis Jude Alcomendras c) DepEd Order No. 7, s. 2016 – Tito Endrina and Ronilyn Nieves d) DepEd Order No. 3, s. 2016 – Luzminda Jasmin e) Templates to Use/Finalization of RQA – Xavier Fuentes	Facilitator & Provision of Link: HRMO
June 11	District/Cluster Meeting of School Heads (to provide guidance to schools for School Level Tasks on Screening of Teacher-Applicants)	Respective District/ Cluster
June 17	Deadline on Submission of Pertinent Papers of Teacher-Applicants to the School	Respective School
	NOTES:	
	a. Applicants should apply in one level/school ONLY.	
	b. The remaining qualified applicants appearing in SY 2020- 2021 RQA who are interested to be included in the List of Applicants for SY 2021-2022 shall submit Letter of Intent to the school and other additional documents (if there's any) to augment their points. They shall not anymore undergo the prescribed processes on screening of teacher- applicants.	
	c. Applicants in JHS & SHS should also stipulate in their application letter and in the cover page of their application documents the subject category they are applying for.	
June 18	Deadline on Endorsement of Pertinent Papers of Teacher- Applicants and other documents from the School to the District/Cluster for Division Committees (Hard and Electronic Copy) NOTE: The School Screening Committee should ensure that	To receive: District/ Cluster Committee
	pertinent papers of applicants are adequately checked as to completeness, veracity, accuracy, and authenticity. They should NOT be endorsed to the District Office if INCOMPLETE.	
	Documents to endorse:	
	 a) Transmittal Letter (containing names of new & old applicants) b) Applicants' individual folder (new applicants only) attached with Omnibus Certification of Authenticity and Veracity signed by the School Screening Committee Chairman, and Application Document Evaluation Sheet 	



	 c) Individual Folder – Letter of Intent and additional documents (if there's any) of old/remaining qualified applicants appearing in SY 2020-2021 RQA d) Electronic copy of teacher-applicants' pertinent data using the "Teacher Applicant Rating Templates" which could be accessed through www.depeddigoscity.org/downloads. 	
June 22	Online Orientation of Teacher-Applicants by District/Cluster Online Links shall be posted in District Teacher-Applicants Group Chats	Division Committees by District/ Cluster
June 26	Conduct of English Proficiency Test	Mr. Mateo
July 1	Submission of Videos for Demonstration Teaching (through Google link to be provided by respective District and by Cluster for JHS and SHS respectively) NOTES:	Division Committees by District/ Cluster
	a. The Demonstration Teaching Video shall be in 15 minutes only portraying the complete parts of the teaching and learning process.	
	b. Google Links for submission of videos shall be posted in the respective Teacher-Applicants Group Chats by District/Cluster	
July 5-8	Evaluation of Demonstration Teaching Videos	Division Committees by District/ Cluster
July 9	Conduct of Skills Demonstration (for Kindergarten, Elementary and Junior High School only) NOTES: Conduct of Skills Demonstration can either be face-to-face or online depending on the decision of the Division Committees by District/Cluster anchored on	Division Committees by District/ Cluster
	 appropriateness and possibilities. If face-to-face, an approved recommendation from the Division Safety Committee must be sought first. Those submitting National Certifications (NC) from TESDA or from TESDA-accredited institutions are not anymore required to submit themselves for skills demonstration. 	
July 12 (PM)-14	Interview of Teacher-Applicants (Online or face-to-face depending on the decision of the Division Committees by District/Cluster, which, if face-to-fce, shall be with approved recommendation from the Division Safety Committee	Division Committees by District/ Cluster
July 15- 21	Evaluation of Applicants' Documents	Division Committees by District/ Cluster



	NOTE : The evaluation can be done through Open Assessment if possible and if permitted through an approved recommendation from the Division Safety Committee.	
July 22	Submission of Results (District RQAs) to Consolidator in Elementary Level	To receive: Ronilyn
July 26	Submission of JHS, SHS, Consolidated District Level Results and all Application Documents to HRMO Finalization of RQA	Nieves To receive & Finalize: HRMO
July	PSB Conference and Signing of Documents (RQA) for Recommendation to SDS Posting of Registry of Qualified Applicants (RQA)	ASDS Office HRMO

