



Office of the City Schools
Division Superintendent

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



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January 7, 2019

DIVISION MEMORANDUM

No. OIG, series of 2019

**TIMELINE FOR EVALUATION AND SELECTION PROCESS FOR
TEACHER 1 POSITIONS FOR SY 2019-2020**

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor- SGOD
Chief Education Supervisor- CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. In pursuance to DepEd Order No. 7, s. 2015 entitled *Hiring Guidelines for Teacher 1 Positions Effective School Year (SY) 2015-2016*, the field is hereby informed of the timeline for the evaluation and selection process for Teacher 1 positions for School Year 2019-2020 of DepEd Digos City Division, to wit:

Date	Activities	Person/s Responsible
January 7-11, 2019	Information Dissemination/ Submission of Pertinent Papers of Teacher-Applicants to the School/ Online Submission of Pertinent Application Data by the Teacher-Applicants through https://tinyurl.com/DepEdDigos-Application Note: The applicant needs to have a gmail account for them to access the link for the online submission of pertinent application data	School Screening Committee
January 21, 2019	Deadline for Submission of Pertinent Papers of Teacher-Applicants to the School	School Screening Committee
January 21, 2019	Deadline for Online Submission of Pertinent Application Data by the Teacher-Applicants through https://tinyurl.com/DepEdDigos-Application	School Screening Committee
January 21, 2019	Meeting of Division Selection Committee Members and All other Team Members Concerned for Demonstration Teaching, Interview, Evaluation of Applicants'	Division Selection Committee

	Documents and Completion of Entries in the Ranking Form	
January 24, 2019	Deadline for Endorsement of Pertinent Papers of Teacher-Applicants and Soft Copy of Teacher-Applicants' Pertinent Data from the School to the Division Office	School Screening Committee
January 25, 2019 to March 8, 2019	Evaluation of Teacher-Applicants' Pertinent Documents and Consolidation of Demonstration Teaching, Skills Demo and Interview Results	Division Selection Committee
February 1, 2019	Orientation of Teacher-Applicants	Division Selection Committee
February 6-8, 2019	Interview of Teacher-Applicants at the Division Office (Kindergarten and Elementary Levels)	Division Selection Committee
February 10, 2019	English Proficiency Test for Teacher-Applicants	Division Selection Committee
February 12-13, 2019	Interview of Teacher-Applicants at the Division Office (Junior High School)	Division Selection Committee
February 14-15, 2019	Interview of Teacher-Applicants at the Division Office (Senior High School)	Division Selection Committee
February 20-21, 2019	Skills Demonstration of Teacher-Applicants (Kindergarten, Elementary and Junior High School)	Division Selection Committee
February 22, 26-28 & March 1, 2019	Demonstration Teaching for Kindergarten, Elementary, Junior High School and Senior High School Teacher-Applicants	Division Selection Committee
March 13, 2019	Validation of Evaluation Results	Division Selection Committee
March 14, 2019	PSB Conference and Signing of Documents for Recommendation to SDS	Division Selection Committee
March 15, 2019	Posting of Registry of Qualified Applicants (RQA)	Division Selection Committee

2. The 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, **with the Applicant Number indicated**, supported by the following documents:
 - a. CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID 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 of records
 - e. Copies of 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. Certificates 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
3. For information, guidance and compliance.



WINNIE E. BATON, EdD
Officer-In-Charge *Jan*
Office of the Schools Division Superintendent

References: DepEd Order
EAH: Timeline for Evaluation and Selection Process for Teacher 1 Positions for SY 2019-2010
7 January 2019

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED 25620
DATE: JAN 07 2019 TIME: 12:00
BY: *[Signature]*