



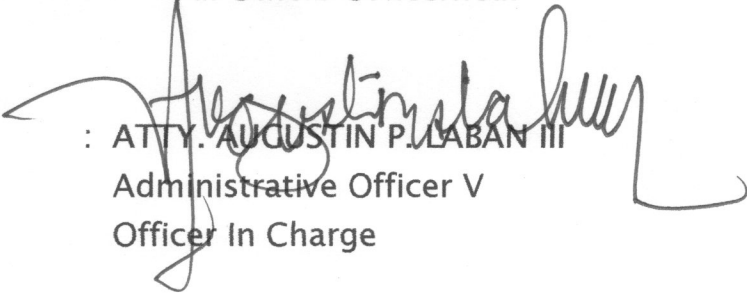
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
Upper Session Road, Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No. 158, s. 2012

To : All Division Promotional Staff;  
Public Schools District Supervisors;  
Public Secondary School Heads;  
Public Elementary School Heads;  
Teachers - In - Charge;  
Department Heads;  
Administrative Officers;  
Teacher applicants;  
All Others Concerned.

From :   
ATTY. AUGUSTIN P. LABAN III  
Administrative Officer V  
Officer In Charge

Subject : UPDATING OF THE DIVISION REGISTRY OF QUALIFIED APPLICANTS  
(RQA) FOR SCHOOL YEAR 2012 - 2013

Date : 29 November 2012

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01. In view of the selection and recruitment of teachers for the new permanent items (248 items) allotted for the Division Baguio City, there is a need to update the Division RQA in order to facilitate the filling up half of the said positions.
  02. In this regard, all the schools or districts are enjoined to update the SY 2013-2013 RQA which was posted on May 2012. The points earned by teacher - applicants as to education, experience, and training should be updated to incorporate those earned from January up to November 2012.

03. Relative to DepEd Order No. 20, s. 2009 on Hiring Guidelines for Teacher I Positions, teacher – applicants are hereby advised to submit additional documents to the respective schools where they applied ON OR BEFORE DECEMBER 7, 2012, for the same reason stated above. The schools and district offices are given up to December 14, 2012 to submit the final listing of qualified applicants to the Division Office for consolidation, review, and approval. It is expected that those applicants who are already appointed as casual or permanent be removed from the lists.
04. Teacher applicants who are included in the SY 2011 – 2012 RQA but were not included in the SY 2012 – 2013 RQA should also be included this time.
05. Immediate dissemination of this Memorandum and strict compliance of all concerned is enjoined.