



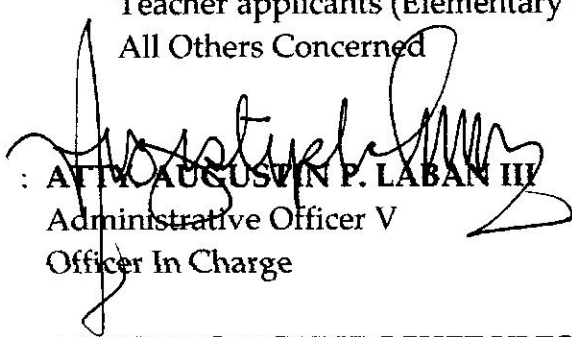
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
Upper Session Road, Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819



**DIVISION MEMORANDUM**

No. 08, s. 2013

To : All Division Promotional Staff  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Teacher applicants (Elementary and Secondary)  
All Others Concerned

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

Subject : **ANNOUNCING THE SCHEDULES FOR THE SCREENING OF  
TEACHER-APPLICANTS AND CONDUCT OF ENGLISH  
PROFICIENCY EXAMINATION FOR SY 2013-2014**

Date : 11 January 2013

01. Relative to DepEd Order No. 20, s. 2009 on Hiring Guidelines for Teacher I Positions, teacher applicants are advised to submit and/or update their application letters and supporting documents to the secondary or elementary school nearest to their residence. And please be informed of the following schedule of activities:

Dates	Activity
January 14 – February 28, 2013	Submission of application letters and other supporting documents to the schools, conduct of interview, and demonstration teaching.
March 9, 2013	Conduct English proficiency examinations

02. As provided in paragraph 6.2.c of the above DepED Order, an applicant who is not appointed to any teaching position during the school year shall be automatically included in the next year's updating of the Registry of Qualified Applicants (RQA). He/she may opt to submit new documents to be included in

the evaluation of new applicants; otherwise he/she shall retain his/her previous points.

03. Teacher – applicants for kindergarten, DepED Order No. 81, s. 2012 “Additional Policy Guidelines on Hiring and Deployment of Kindergarten Teachers” shall be applicable to them.
04. Applicants are also given the option to retake the English proficiency examination but the latest result shall prevail.
05. **Passers of the latest Licensure Examinations for Teachers are encouraged to submit their applications and to undergo the assessment process.**
06. The English proficiency examination will be held in the following schools at 9:00 AM – 10:00 AM. Examinees are fervently advised to be in the testing centers at least 30 minutes before the scheduled examination for instructions.

Teacher applicants for	Venue
BCNHS and its annexes	BCNHS Main Campus
PCNHS and its annexes	PCNHS Main Campus
District I	Baguio Central School
District II	Quezon Elementary School
District III	Lucban Elementary School

- ❖ Teacher applicants for Roxas National High School (formerly BCNHS – Roxas Annex), Mil-an National High School (formerly BCNHS – Loakan Annex), Guisad Valley National High School (formerly PCNHS – Bonifacio Annex), Magsaysay National High School (formerly PCNHS – Magsaysay Annex), Pinsao National High School (formerly PCNHS – Pinsao Annex), and Joaquin Smith National High School (formerly PCNHS – Joaquin Smith Annex) will take the examination at their former main campuses, respectively.

07. An examination fee in the amount of Two Hundred Pesos (PhP 200.00) shall be collected from all who will take the English proficiency examination to cover administrative costs including reproduction of testing materials and other incidental expenses. Payment shall be received by following:

BCNHS examinees	Bernardita W. Quela, HT for English
PCNHS	Maria Lourdes Dumpayan, HT for VE
District I	Dr. Benita B. Eleponga, PSDS
District II	Susana C. Aliping, PSDS
District III	Dr. Joseph K. Akilith, PSDS

08. Immediate dissemination of this Memorandum and compliance of all concerned is enjoined.