



DIVISION MEMORANDUM

No. 92, s. 2016

To : All Division Chiefs
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Teacher applicants (Kindergarten, Elementary, and Secondary)
 All Others Concerned

From : **OFFICE OF THE SCHOOLS DIVISION SUPERITENDENT (OSDS)**

Subject : **ANNOUNCING THE SCHEDULES FOR THE EVALUATION OF TEACHER APPLICANTS FOR KINDERGARTEN, ELEMENTARY, AND JUNIOR HIGH SCHOOL FOR SCHOOL YEAR 2016 - 2017**

Date : 09 March 2016

01. Relative to DepEd Order No. 9, series of 2016 wherein the Department reinforces DepEd Order No. 7, s. 2015 entitled Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015 – 2016 as the primary hiring policy to be used in the evaluation and selection of teachers for the kindergarten, elementary, and junior high levels, all interested teacher – applicants are advised of the following schedules/deadlines for the screening and evaluation of applicants for school year 2016-2017; thus:

Particulars	Deadline
Submission of application letters and other supporting documents to the schools, conduct of interview, and demonstration teaching.	March 18, 2016
Submission of additional documents for old applicants *	March 31, 2016

02. Teacher applicants who are included in the SY 2015-2016 Registry of Qualified Applicants (RQA) based on DepEd Order No. 7, s. 2015 but were not appointed to any teaching position as of yet shall automatically be included in this year's RQA. However, the teacher-applicant may submit new or additional supporting documents to update his or her points following the above-stated deadline. In the absence of any additional

document submitted on or before the deadline, the teacher-applicant shall retain his or her previous points.

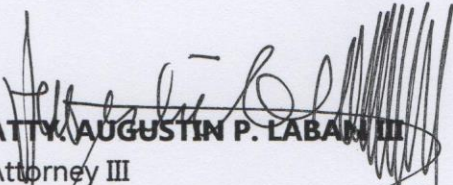
03. To reiterate Item 5.2 of DepEd Order No. 7, s. 2015, the following are the supporting documents to the application of teachers which is applicable to all. ***Kindergarten and SPED teachers have additional requirements, to wit:***

"An 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."***

04. The schedule for the conduct of the ***English Proficiency Test (EPT)*** shall be released on a later date.

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


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