



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
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DepEd DIVISION OF BAGUIO CITY  
JAN 18 2018  
**RELEASED**  
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JANUARY 17, 2018

Division Memorandum  
No. 33, S. 2018

**Schedule of Activities in the Implementation of the DepEd Order No. 7, S. 2015, Re: Hiring Guidelines For Teacher I Position Effective SY 2015-2016 and DepEd Order No. 3, S. 2016, Re: Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective SY 2016-2017) Based on DepEd's Continuing Thrusts for Quality Education, Faithful to the Merit and Fitness Principle of the Civil Service Doctrine of the Constitution**

To: Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
ALL CONCERNED

1. Relative to the preparation for the Registry of Qualified Applicants (RQA) for school year 2018-2019, hereunder is the schedule of activities in compliance with the DepEd Order No. 7, s. 2015 and DepEd Order No. 3, s. 2016 to wit:
  - a. January to February 20, 2018 – Filing of application with complete documents to the nearest elementary (for the elementary teacher applicants) schools and secondary (for secondary teachers) schools. Verification and certification of documents shall be done by the School Screening Committee. Commencement of application will be posted in conspicuous places by the school specifying the documents to be completed by all applicants for guidance.
  - b. February 28, 2018 - Submission of received applications and documents to the **Division Sub-Committees** per district including soft copy containing the complete lists of applicants during the initial assessment.
  - c. March 5-14, 2018 – Evaluation on Education, Teaching Experience, LET/PBET Rating, Interview, demonstration teaching and specialized training and skills of applicants by the **Division Sub-Committees** for elementary. Elementary SPED teacher applicants will be conducted at SPED Center. Junior High school and Senior High School Teacher applicants shall be assessed in the respective schools where they applied.
  - d. March 5-14, 2018 - Interview and demonstration teaching of applicants by the **School Selection Committee** for Senior High School Teacher Applicants.
  - e. March 19-23, 2018 - Submission of Documents by the **Division Sub-Committees** (Elementary and Junior High School) and School Selection Committee ( Senior High School) of documents of Teacher Applicants.
  - f. March 26-April 10, 2018- Final Evaluation of Documents of Teacher Applicants by the Division Selection Committee.
  - g. The schedule and venue of the Conduct of the English Proficiency Test for teacher applicants will be announced later.
  - h. April 12-18, 2018 – Posting of the finalized RQA in the bulletin board of the Division Office for verification and corrections if any.
  - i. April 25, 2018 – Submission of the corrected RQA to the Schools Division Superintendent by the Division Selection Committee for approval.
2. In preparation of the Initial Registry of qualified Applicants, the School Screening Committee should compute the General Weighted Average (GWA) in excel and attach the computed result with the transcript of records.
3. Applicants listed in the 2017-2018 RQA (Registry of Qualified Applicants) may opt to submit additional requirements or may carry their points in all categories provided they will inform the committee, while those applicants with points below 70 will follow the procedures as stated in the said DepEd Order.
4. A testing fee of One Hundred Fifty Pesos (Php 150.00) shall be collected from each teacher- applicant to defray expenses for materials, food honorarium and other incidental expenses during the conduct of the English Proficiency Test.
5. Immediate and wide dissemination of this memorandum is desired.

  
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Schools Division Superintendent