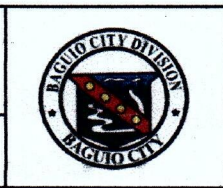




**GENERAL QUALITY FORM**

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**DIVISION MEMORANDUM**



Document Code:  
Revision: 00  
Effectivity Date: 08-20-2018  
Name of Office:  
**OSDS-ADMIN-Personnel Unit**

No. 01 S. 2020

**ACTIVITIES FOR THE PREPARATION OF THE REGISTRY OF QUALIFIED TEACHER I APPLICANTS  
FOR SY 2020-2021 AND DESIGNATION OF DIVISION HRMPSB SUB-COMMITTEE MEMBERS**

DIVISION OFFICE  
BAGUIO CITY  
JAN 02 2020  
**RELEASED**

**TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC SCHOOL HEADS  
ALL OTHERS CONCERNED**

1. Relative to the preparation of the Registry of Qualified Applicants (RQA) for School Year 2020 - 2021, hereunder is the schedule of activities in compliance with DepEd Order No. 7, s. 2015 and DepEd Order No. 3, s. 2016 to wit:
  - a. **January 6 to January 31, 2020** – Teacher applicants to register at <http://tinyurl.com/T1application> for the online Teacher I Applicant Pre-Registration.
    - After the online registration, a mail containing the applicant's Registration Number, Certification or forms to be accomplished and other instructions will be sent from this office to the applicant's email address. These forms together with other documentary requirements are to be submitted to the elementary school (for elementary teacher applicants) and secondary school (for secondary teacher applicants) nearest their residence.
    - All teacher applicants whether new or old are required to fill up the online pre-registration form and to submit **one complete set** of the documentary requirements. The **School Screening Committee** will ensure that Teacher applicants have registered first online before receiving their documentary requirements.
  - b. **February 3 to 5, 2020** – Generation of initial list of applicants; sorting of applicants per school for the e-RQA (google sheet) by the **Division HRMPSB**. The e-RQA (google sheet) will be shared on the schools' email addresses.
  - c. **February 7 to 11, 2020** – Filling up of the e-RQA (google sheet); verification and certification of documents submitted by the teacher applicants by the **School Screening Committee**.
  - d. **February 17 to March 6, 2020** – Filling up of the e-RQA (google sheet) and evaluation on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching and Specialized Training and Skills of teacher applicants by the **Division HRMPSB Sub-Committees**.
    - All teacher applicants whether new or old will undergo interview, demo teaching and skills demo.
  - e. **March 9, 2020** – Generation of initial e-RQA by the **Division HRMPSB**.
  - f. **March 10 to 31, 2020** – Final Evaluation of Teacher Applicants by the **Division HRMPSB**.
  - g. **April 1, 2020 onward** – Posting of the approved RQA in the bulletin board of the Division Office.
2. LET passers in the Secondary are allowed to apply in the Elementary, Secondary and/or ALS.
3. To ensure a systematic evaluation of teacher applicants, the Division HRMPSB Sub-Committees will conduct Paper Assessment, Skills Demo, Demo Teaching and Interview with the following venue and committees/focal, to wit:

SENIOR HIGH SCHOOL				
TRACK	DIVISION SUB COMMITTEE	ICT PERSONNEL IN CHARGE	DIVISION HRMPSB FOCAL	VENUE
TVL	<b>(Chairperson)</b> FERNANDO ELEPONGA <b>(Members)</b> ESTHER MELECIO LEONARD DAWATON WHITNEY DAWAYEN WILTON ANTON	WARREN AMBAT	MARILYN S. API-IT	BAGUIO CITY NATIONAL SCHOOL
HUMMS, ARTS and DESIGN, SPORTS	<b>(Chairperson)</b> MARILYN API-IT <b>(Members)</b> DOLORES COMOM MAYLYN SAMIDAN FRANCIS LUMIWES BRENDA CARIÑO JULIA BILIGAN			



STEM	<b>(Chairperson)</b> FRANCIS COPSIYAN <b>(Members)</b> EDITH LAOP JOHNNY KIDIAN ESTHER GALLOTAN	WARREN AMBAT	SORAYA T. FACULO MARIVIC M. GERVERO	BAGUIO CITY NATIONAL SCIENCE HIGH SCHOOL
ABM	<b>(Chairperson)</b> REY GAPASIN <b>(Members)</b> SOLEDAD COPSIYAN VIRGINIA ULATAN EDWARD VICENTE			

JUNIOR HIGH SCHOOL				
SUBJECT	DIVISION SUB COMMITTEE	ICT PERSONNEL IN CHARGE	DIVISION HRMPSB FOCAL	VENUE
MAPEH	<b>(Chairperson)</b> LOLITA MANZANO <b>(Members)</b> LOURDES LOMAS-E JERRY YMSON NICODEMUS GAM-AD JASON PASCADEN ORTIZ GABOL ZOSIMO LEAL	ARIEL MAYOCYOC	JULIET C. SANNAD	PINES CITY NATIONAL HIGH SCHOOL
TLE	<b>(Chairperson)</b> JONALYN AMBRONA <b>(Members)</b> MARCIAL LAMI-ING TONY EMILIANO JESUSA YADAO CLAIRE HERMAN			
ENGLISH and FILIPINO	<b>(Chairperson)</b> LILIAN PAGULONGAN <b>(Members)</b> BRENDALEE AWINGAN ARMI VICTORIA FIANGAAN FRANCIS PENAFLO MARYJANE MALIHOD JANE MARIE NGOLAB JAYRE ROSE GUEVARA ROSALIA OCYADEN ESTELITA VALDEZ DEAN MENDOZA			
SCIENCE and MATH	<b>(Chairperson)</b> JACQUELINE LAMPAC <b>(Members)</b> MERILYN BUYOCAN NIÑO MARTINEZ LUCIA CASIM VIRGINIA ALINDAYO GRACE DOMINGO JOAN ANDAYAN MARILOU GOMEYAC LOIDA MANGANGEY			
AP and ESP	<b>(Chairperson)</b> MARINA TABANGCURA <b>(Members)</b> NORA DALAPNAS MARISA LAPLANA JANET PASCUA ROSANNA DIZON ERWIN ALLAGA VICTOR FERNANDEZ REMEDIOS ANDRADA			

ELEMENTARY (Grades I-VI)				
	DIVISION SUB COMMITTEE	ICT PERSONNEL IN CHARGE	DIVISION HRMPSB FOCAL	VENUE
Demo Teaching (cluster according to grade)	<b>(Chairperson)</b> SUSANA ALIPING <b>(Members)</b> ESTHER LITILIT MARIBETH CUARESMA REMEDIOS QUIÑO LIGAYA ANNAWI MARIA PALSÍ JERRY WALSIYEN JEANETTE LACANA AMALIA MICKLAY WILMA BITENG HEIDI PUCDIHON TEODORA BOTIS JULIET MAMARIL ESTRELLA BULAY NIXON ELAHE LILLIE VINLUAN ALICE MASIDONG ROMMEL MANZANO VALERIANO ACCAD ANNIE LAURIE BISQUERA FLORIDA CAEL ELIZABETH ESPINOZA MARGIE ESTOESTA	<b>MAGDALENA BALAO</b> <b>VICTOR SOTELO</b> <b>CHARLIE FEIR</b>	<b>NIEVES D. EBANIO</b>	<b>BAGUIO CENTRAL SCHOOL</b>
Paper Assessment and Skills Demo	<b>(Chairperson)</b> SIMEON YANGYANG <b>(Members)</b> RUFINA SUANDING HERMOSO BUNNOL OCTAVIA PEDRO MARILYN TAMI-ING ELLEN GRANDE GLORIA CATIYAN MELODY FLORES JANE ADOLFO			<b>DIVISION OFFICE</b>
Interview	<b>(Chairperson)</b> LETICIA HIDALGO <b>(Members)</b> CASTRO CANUTO PROSERPINA ESTACIO HELEN ACOP BRIGETTE GALONG JACKSON CAYAOS GEMMA LOMBOY			<b>JOSEFA CARIÑO ELEMENTARY SCHOOL</b>

SPED				
DIVISION SUB COMMITTEE	ICT PERSONNEL IN CHARGE	DIVISION HRMPSB FOCAL	VENUE	
<b>(Chairperson)</b> NIÑO TIBANGAY <b>(Members)</b> AGNES LOMAS-E NANCY DUMALILI LUZ SORIANO	<b>MARK CAGAOAN</b>	<b>MA. LOUELLA C. MONCADA</b>	<b>BAGUIO SPED CENTER</b>	

KINDERGARTEN				
DIVISION SUB COMMITTEE	ICT PERSONNEL IN CHARGE	DIVISION HRMPSB FOCAL	VENUE	
<b>(Chairperson)</b> SANTIAGO BUGTONG <b>(Members)</b> CYNTHIA BITAGAN JOSEPH ESTIGOY MANUEL AGBUNAG	<b>RICHARD IÑEGO</b>	<b>MA. LOUELLA C. MONCADA</b>	<b>LUCBAN ELEMENTARY SCHOOL</b>	



4. The Terms of References (TOR) for the Committees/Focal are as follows:

COMMITTEE	ROLES/RESPONSIBILITIES
<p><b>a. DIVISION SUB COMMITTEE CHAIRPERSON</b></p>	<ul style="list-style-type: none"> <li>• Convenes the Division Sub Committee for the assessment activities</li> <li>• Coordinates with the Division HRMPSB Focal</li> <li>• Ensures that all application documents are in order and secured</li> <li>• Coordinates with the School Head for the safekeeping of application documents</li> <li>• Ensures the completeness of the e-RQA</li> </ul>
<p><b>b. ICT PERSONNEL IN CHARGE (School and those assigned)</b></p>	<ul style="list-style-type: none"> <li>• Ensures the timely filling up and submission of e-RQA</li> <li>• Gives technical assistance to the School ICT in charge of e-RQA</li> </ul>
<p><b>c. DIVISION HRMPSB FOCAL</b></p>	<ul style="list-style-type: none"> <li>• Ensures smooth conduct of the assessment process</li> <li>• Renders technical assistance to the Division Sub Committee</li> <li>• Reports to the Division HRMPSB Chairperson</li> </ul>
<p><b>d. SCHOOL/VENUE</b></p>	<ul style="list-style-type: none"> <li>• Provides venue/s for paper assessments, interviews, demonstration teaching, skills demonstration and other needs</li> </ul>

5. There will be an orientation of all Sub-Committee Chairperson and members on February 6, 2020 at the Division Training Center.
6. Meals and snacks during the orientation and assessment dates will be charged to the Division/School/Local funds subject to the usual accounting and COA rules and regulations.
7. Immediate and wide dissemination of this memorandum is desired.



**MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent 