



GENERAL QUALITY FORM

DIVISION MEMORANDUM



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No. 73, S. 2020

ADDENDUM TO DIVISION MEMORANDUM NO. 01, S. 2020 RE: ACTIVITIES FOR THE PREPARATION OF THE REGISTRY OF QUALIFIED TEACHER I APPLICANTS FOR SY 2020-2021 AND DESIGNATION OF DIVISION HRMPSB SUB-COMMITTEE MEMBERS

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

- 1. Relative to Division Memorandum No. 01, s. 2020 Re: Activities for the Preparation of the Registry of Qualified Teacher I Applicants for SY 2020-2021 and Designation of Division HRMPSB Sub-Committee Members, hereunder is the new schedule of activities:
a. January 6 to February 7, 2020 - Teacher applicants whether new or old are required to register at http://tinyurl.com/T1application for the online Teacher I Applicant Pre-Registration and to submit one complete set of documentary requirements to the elementary school (for elementary teacher applicants) and secondary school (for secondary teacher applicants) nearest their residence.
b. February 10 to 11, 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 12 to 14, 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 24, 2020 - School Screening Committee to submit documentary requirements of applicants to the school/venue of assessment.
- School Screening Committee to prepare a transmittal letter containing the names of the applicants. This will serve as a tracking for the documents submitted. Division HRMPSB Focal to cross check if documents are all accounted for.
e. February 26 to March 3, 2020 - Filling up of the e-RQA (google sheet) and evaluation on Education, Teaching Experience, LET/PBET Rating, Specialized Training and Skills Demonstration of teacher applicants by the Division HRMPSB Sub-Committees.
f. March 4 to March 17, 2020 - Filling up of the e-RQA (google sheet) and conduct of Interview and Demonstration Teaching of teacher applicants by the Division HRMPSB Sub-Committees.
g. March 7, 2020 - Conduct of English Proficiency Test (EPT)
- As per DepEd Memorandum No. 106, s. 2019, the result of the EPT is valid for two years from the time of the test administration. Teacher applicants who took the test prior to CY 2019 must take the test on March 7, 2020. Interested applicants to take the test will submit their names to Ms. Nora D. Dalapnas at the Division Office (CID Office) on or before February 28, 2020.
h. March 18, 2020 - Generation of initial e-RQA by the Division HRMPSB.
i. March 19 to 31, 2020 - Final Evaluation of Teacher Applicants by the Division HRMPSB.
j. April 1, 2020 onward - Posting of the approved RQA in the bulletin board of the Division Office.
2. To ensure a systematic evaluation of teacher applicants, the new sets of Division HRMPSB Sub-Committees will conduct Paper Assessment, Skills Demo, Demo Teaching and Interview with the following venue and committees/focal:

Table with 5 columns: TRACK, DIVISION SUB COMMITTEE, ICT PERSONNEL IN CHARGE, DIVISION HRMPSB FOCAL, VENUE. Row 1: TVL, (Chairperson) WHITNEY DAWAYEN (Members) ESTHER MELECIO, WILTON ANTON (ICT, IA), CLAIRE HERMAN (HE), PAUL COLINGAN (IA), WARREN AMBAT, MA. LOUELLA C. MONCADA, BAGUIO CITY NATIONAL SCHOOL

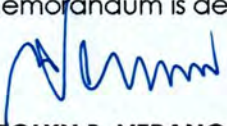
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HUMSS, ARTS and DESIGN, SPORTS	<b>(Chairpersons)</b> Marilyn API-IT ( <i>Arts and Design</i> ) NORA DALAPNAS ( <i>HUMSS</i> ) FERNANDO ELEPONGA ( <i>Sports</i> ) <b>(Members)</b> BRENDA CARIÑO DOLORES COMOM MAYLYN SAMIDAN FRANCIS LUMIWES ( <i>Sports</i> ) JULIA BILIGAN JOHNNY KIDIAN	WARREN AMBAT	MA. LOUELLA C. MONCADA	BAGUIO CITY NATIONAL SCHOOL
STEM and ABM	<b>(Chairperson)</b> FRANCIS COPSIYAN <b>(Members)</b> ESTER GALLOTAN EDITH LAOP REY GAPASIN DEXTER ANDRES	WARREN AMBAT	MARIVIC M. GERVERO	BAGUIO CITY NATIONAL SCIENCE HIGH SCHOOL

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 NICODEMUS GAM-AD JASON PASCADEN ORTIZ GABOL ZOSIMO LEAL	ARIEL MAYOCYOC	JULIET C. SANNAD	PINES CITY NATIONAL HIGH SCHOOL
TLE	<b>(Chairperson)</b> MARY JANE MALIHOD <b>(Members)</b> MARCIAL LAMI-ING JESUSA YADAO TONY EMILIANO JONALYN AMBRONA			
ENGLISH and FILIPINO	<b>(Chairperson)</b> LILIAN PAGULONGAN <b>(Members)</b> BRENDALEE AWINGAN ARMI VICTORIA FIANGAAN JANE MARIE NGOLAB JAYRE ROSE GUEVARA ROSALIA OCYADEN FRANCIS PENAFLO ESTELITA VALDEZ DEAN MENDOZA			
SCIENCE and MATH	<b>(Chairperson)</b> JACQUELINE LAMPAC <b>(Members)</b> LUCIA CASIM VIRGINIA ALINDAYO GRACE DOMINGO JOAN ANDAYAN MARILOU GOMEYAC NICKARTER GONZALO MERILYN BUYOCAN NIÑO MARTINEZ			
AP and ESP	<b>(Chairperson)</b> MARINA TABANGCURA <b>(Members)</b> MARISA LAPLANA JANET PASCUA REMEDIOS ANDRADA SOLEDAD COPSIYAN VIRGINIA ULATAN LETICIA LOANG			

<b>ELEMENTARY (Grades I-VI)</b>				
	<b>DIVISION SUB COMMITTEE</b>	<b>ICT PERSONNEL IN CHARGE</b>	<b>DIVISION HRMPSB FOCAL</b>	<b>VENUE</b>
Demo Teaching (cluster according to grade)	<b>(Chairperson)</b> SUSANA ALIPING <b>(Members)</b> ESTHER LITILIT MARIBETH CUARESMA REMEDIOS QUIÑO LIGAYA ANNAWI MARIA PALSI 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 CORAZON AMLAG LEONILA CATUNGAL	<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 TAMIING ELLEN GRANDE GLORIA CATIYAN MELODY FLORES JANE ADOLFO NIÑO TIBANGAY AGNES LOMAS-E			<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 NANCY DUMALILI LUZ SORIANO			<b>JOSEFA CARIÑO ELEMENTARY SCHOOL</b>
<b>KINDERGARTEN</b>				
	<b>DIVISION SUB COMMITTEE</b>	<b>ICT PERSONNEL IN CHARGE</b>	<b>DIVISION HRMPSB FOCAL</b>	<b>VENUE</b>
	<b>(Chairperson)</b> SANTIAGO BUGTONG <b>(Members)</b> CYNTHIA VITAGAN MARIE SILLATOC JOSEPH ESTIGOY MANUEL AGBUNAG	<b>RICHARD IÑEGO</b>	<b>ALMA D. GAYOB</b>	<b>LUCBAN ELEMENTARY SCHOOL</b>

- There will be an orientation of all Sub-Committee Chairperson and members on **February 6, 2020, 1:00pm** at the Division Training Center.
- Attached is the process flow for Teacher I Application for SY 2020-2021.
- Immediate and wide dissemination of this memorandum is desired.

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



## PROCESS FLOW FOR TEACHER I APPLICATION SY 2020-2021

