



GENERAL QUALITY FORM



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

DIVISION MEMORANDUM

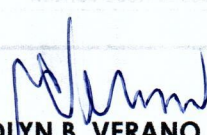
No. 108, s. 2020

**NEW SCHEDULE FOR THE PREPARATION OF THE REGISTRY OF QUALIFIED TEACHER I APPLICANTS
FOR SY 2020-2021 AMENDING DIVISION MEMORANDUM NO. 73, S. 2020**

DIVISION OFFICE
BAGUIO CITY
FEB 10 2020
RELEASED

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

1. Due to the postponement of the 2020 CARAA, hereunder is the **new schedule** of assessment for Teacher I Applicants:
 - a. **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**. The e-RQA (google sheet) will be shared on the schools' email addresses.
 - b. **February 17, 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.
 - c. **February 18 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**.
 - d. **March 4, 2020 (8:00-9:00am at the PFVR)** – Orientation of **all Teacher I Applicants** regarding the Assessment Process Flow, Constituting and Utilizing of the RQA and Appointment of Qualified Applicants at the PFVR.
 - e. **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**.
 - f. **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**.
 - g. **March 18, 2020** – Generation of initial e-RQA by the **Division HRMPSB**.
 - h. **March 19 to 31, 2020** – Final Evaluation of Teacher Applicants by the **Division HRMPSB** once the result of the EPT is released by the Bureau of Education Assessment.
 - i. **April 1, 2020 onward** – Posting of the approved RQA in the bulletin board of the Division Office.
2. Immediate and wide dissemination of this memorandum is desired.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent