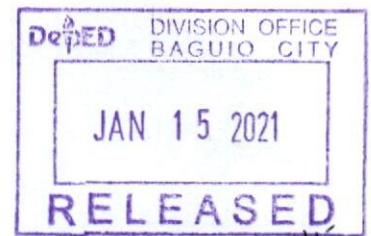




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



13 January 2021

Division Memorandum
 No. 15, s. 2021

**TIMELINE FOR THE PREPARATION OF THE REGISTRY OF QUALIFIED
 TEACHER I APPLICANTS (RQA) FOR SY 2021-2022**

TO : **DIVISION HRMPSB
 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 2021 - 2022, hereunder is the schedule of activities in compliance with DepEd Order No. 7, s. 2015 and DepEd Order No. 3, s. 2016.

Date	Activities	Person/Committee In-Charge
January 25 to March 31, 2021	<ul style="list-style-type: none"> • Online registration and submission of documentary requirements <ul style="list-style-type: none"> - All Teacher I applicants whether new or old are required to register online at https://tinyurl.com/teacher-1-application. - After the online registration, a mail containing the applicant's Registration Number, forms to be accomplished, documentary requirements to be submitted and other instructions will be sent to the applicant's email address. - All Teacher I applicants are required to submit one complete set of the documentary requirements to the elementary school (for elementary teacher applicants) and secondary school (for Junior High School and Senior High School teacher applicants) nearest to their residence. The School Screening Committee will ensure that Teacher applicants have registered first online before receiving their documentary requirements. 	Teacher I Applicants; School Screening Committee; Division HRMPSB
April 1 to 4, 2021	<ul style="list-style-type: none"> • Generation of initial list of applicants • Sorting of applicants per school for the e-RQA (google sheet) <ul style="list-style-type: none"> - The e-RQA (google sheet) will be sent to the schools' email addresses. 	Division HRMPSB



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Date	Activities	Person/Committee In-Charge
April 5 to 9, 2021	<ul style="list-style-type: none">• Verification and certification of documents submitted by the teacher applicants through the e-RQA	School Screening Committee
April 12 to May 31, 2021	<ul style="list-style-type: none">• Evaluation on Education, Teaching Experience, LET/PBET Rating, Specialized Training• Conduct of Interview, Demonstration Teaching and Skills Demonstration of teacher applicants• Filling up of the e-RQA - All teacher applicants whether new or old will undergo interview, demonstration teaching and skills demonstration.	Division HRMPSB Sub-Committees
June 2 to 30, 2021	<ul style="list-style-type: none">• Final Evaluation of Teacher Applicants	Division HRMPSB
July 1, 2021 onward	<ul style="list-style-type: none">• Posting of the approved RQA in the bulletin board of the Division Office	Division HRMPSB

2. LET passers in the Secondary are allowed to apply in the Elementary and Secondary (JHS and SHS).
3. Schedule of the English Proficiency Test (EPT) shall be announced in a separate memorandum.
4. Immediate and wide dissemination of this memorandum is desired.

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



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