



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



08 April 2021

DIVISION MEMORANDUM

No. 101, s. 2021

ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 15, S. 2021 RE: TIMELINE FOR THE PREPARATION OF THE REGISTRY OF QUALIFIED TEACHER I APPLICANTS (RQA) FOR SY 2021-2022

**TO : CHIEF EDUCATION SUPERVISORS
 EDUCATION PROGRAM SUPERVISORS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 PUBLIC ELEMENTARY AND SECONDARY 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 updated schedule of activities in compliance with DepEd Order No. 7, s. 2015, DepEd Order No. 50, s. 2016 and DepEd Order No. 3, s. 2016.

Timeline	Activities	Person/Committee In-Charge
January 25 to March 31, 2021	<ul style="list-style-type: none"> Online registration and submission of documentary requirements of teacher applicants 	Teacher I Applicants; SSC; HRMP SB Secretariat
April 5, 2021	<ul style="list-style-type: none"> Generation of initial list of applicants The List of Applicants (google sheet) will be shared to the schools' email addresses 	DSC Secretariat
April 6 to 12, 2021	<ul style="list-style-type: none"> Verification and certification of documents submitted by the teacher applicants through the shared google sheet 	School Screening Committee
April 13, 2021	<ul style="list-style-type: none"> Submission of application documents from schools to the Personnel Unit of the Division Office Print the accomplished google sheet. Make sure that it is signed by the School Screening Committee then submit it together with the application documents of the applicants. 	School Screening Committee
April 14 to April 23, 2021	<ul style="list-style-type: none"> Evaluation on Education, Teaching Experience, LET/PBET Rating, Specialized Training 	Division Selection Committee
April 26 to May 14, 2021	<ul style="list-style-type: none"> Conduct of Interview, Demonstration Teaching and Skills Demonstration of teacher applicants 	Division Selection Committee
May 17 to 31, 2021	<ul style="list-style-type: none"> Finalization of the RQA 	Division Selection Committee
June 2 to 30, 2021	<ul style="list-style-type: none"> Approval of the RQA 	DSC and SDS
July 1, 2021 onward	<ul style="list-style-type: none"> Posting of the approved RQA in the bulletin board of the Division Office 	HRMO



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2. To better facilitate the process in the evaluation and assessment of documents, the schools are requested to follow the format and color coding of folders before submitting to the Records Unit of the Division Office to be transmitted right away to the Personnel Unit, to wit:

Elementary – Golden Yellow

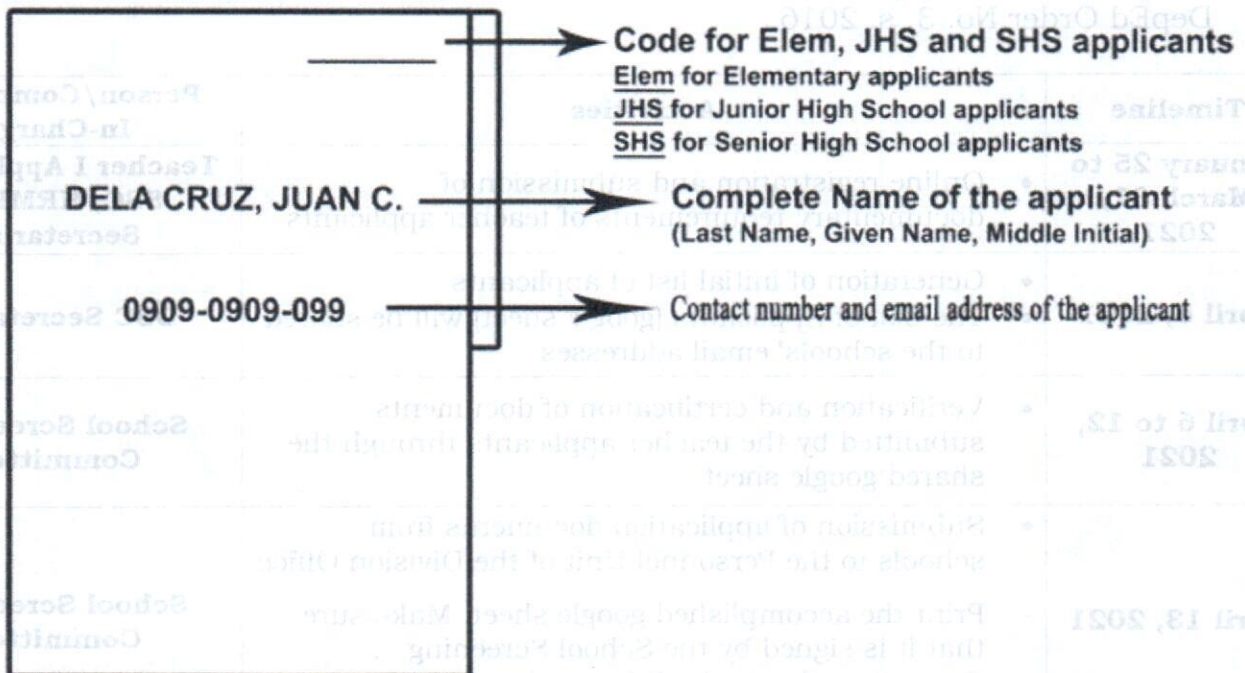
Junior High School

- Araling Panlipunan – Green
- Edukasyon sa Pagpapakatao – Red
- English – Brown
- Filipino – Violet
- Math – Blue
- Science – Pink
- MAPEH – Orange
- TLE – Yellow

Senior High School

- ABM - Blue
- HUMSS - Green
- Arts and Design - Orange
- Sports - Peach
- STEM - Pink
- TVL - Yellow

FOLDER FORMAT



3. Schedule of the English Proficiency Test (EPT) shall be announced in a separate memorandum upon the confirmation and approval of the Bureau of Education Assessment (BEA).

4. Immediate and wide dissemination of this memorandum is desired.

MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent

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