



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

26 January 2022

DIVISION MEMORANDUM

No. 029, s. 2022

**TIMELINE FOR THE PREPARATION OF THE REGISTRY OF QUALIFIED
 TEACHER APPLICANTS (RQA) FOR SY 2022-2023**

**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 2022 - 2023, hereunder is the 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 |
|---|--|--|
| <p>February 01 to March 25, 2022</p> | <ul style="list-style-type: none"> • Online registration and submission of documentary requirements of teacher applicants <ul style="list-style-type: none"> - All Teacher applicants whether new or old are required to register online at https://tinyurl.com/teacher-1-application. - The School Screening Committee shall ensure that Teacher applicants have registered first online before receiving their documentary requirements. - 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 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. | <p>Teacher Applicants; School Screening Committee (SSC); Division Selection Committee (DSC) Secretariat</p> |
| <p>March 28 to 30, 2022</p> | <ul style="list-style-type: none"> • Submission of application documents from schools to the Personnel Unit of the Division Office <ul style="list-style-type: none"> - All application documents together with an endorsement letter signed by the School Screening Committee containing the names of applicant who submitted their application documents to their respective schools shall be submitted to the Records Unit of the Division Office to be transmitted right away to the Personnel Unit. | <p>School Screening Committee; DSC Secretariat</p> |



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| | | |
|----------------------------------|---|--------------------|
| April 1 to April 15, 2022 | <ul style="list-style-type: none"> • Evaluation of Education, Teaching Experience, LET/PBET Rating and Specialized Training of teacher applicants | DSC |
| April 1 to 29, 2022 | <ul style="list-style-type: none"> • Submission and evaluation of Demonstration Teaching and Skills Demonstration of teacher applicants - All applicants are requested to submit a 5-minute audio-video presentation each for their demonstration teaching and skills demonstration from April 1 to 8, 2022. - Applicants shall upload their video presentation at https://tinyurl.com/sdobaguio-demoavp. - For the demonstration teaching, applicants can choose their own topic related to their area of specialization. - For the skills demonstration, it should be based on the 10-day training certificate submitted. Applicants with National Certificate (NC) or Trainers Methodology Certificate (TMC) need not to submit a video presentation. | DSC |
| April 18 to 29, 2022 | <ul style="list-style-type: none"> • Conduct of Interview - Interview will be conducted virtually by the Division Selection Committee. - Applicants will be notified through their contact numbers on the specific dates of their interview. | |
| May 2 to 28, 2022 | <ul style="list-style-type: none"> • Finalization and approval of the RQA | DSC and SDS |
| June 1, 2022 onward | <ul style="list-style-type: none"> • Posting of the approved RQA in the bulletin board of the Division Office | HRMO |

2. To better facilitate the process in the evaluation and assessment of documents, the applicants are requested to follow the format and color coding of folders before submitting to the Schools, to wit:

Elementary – White

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



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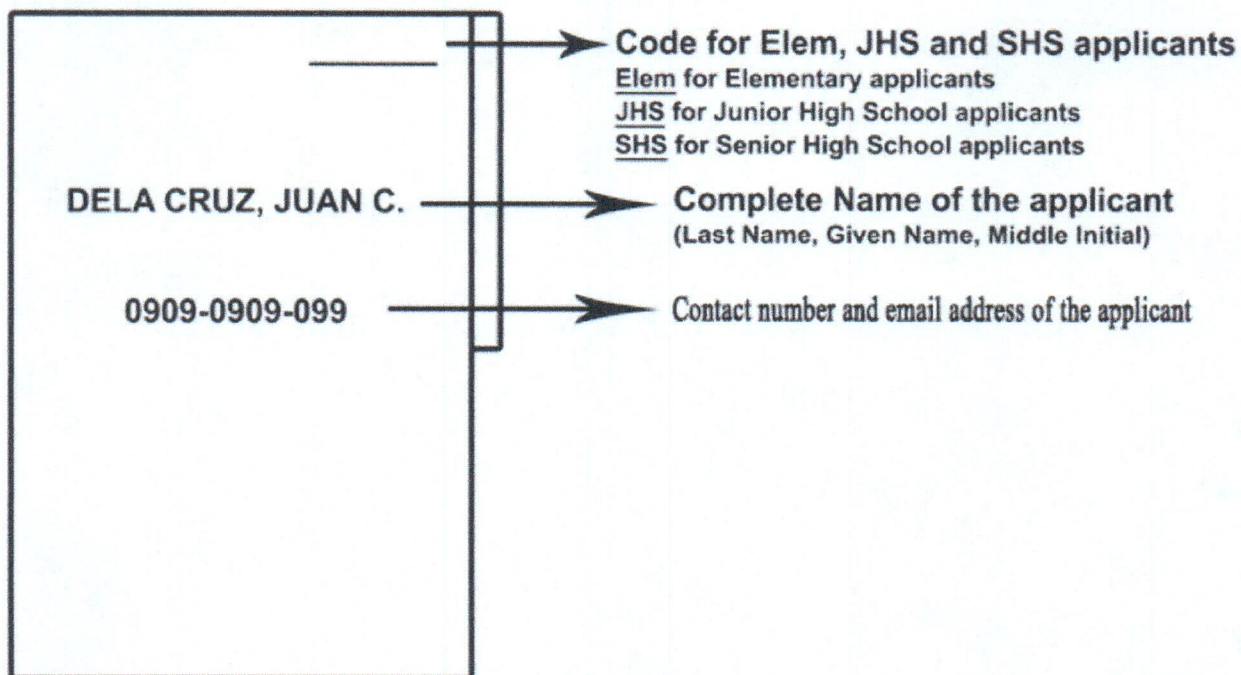


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FOLDER FORMAT



3. All Teacher applicants who are interested to take the English Proficiency Test (EPT) are enjoined to register at <https://tinyurl.com/sdobaguio-EPT> on or before **March 25, 2022**. Schedule of the test shall be announced in a separate memorandum upon the confirmation and approval of the Bureau of Education Assessment (BEA).

4. All interested and qualified applicants are provided with equal employment opportunity regardless of sex, gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law.

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

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent



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