



Republic of the Philippines  
**Department of Education**  
REGION VI - WESTERN VISAYAS  
SCHOOLS DIVISION OF KABANKALAN CITY

March 1, 2021

**DIVISION MEMORANDUM**

No. 53, s. 2021

**RECRUITMENT, SELECTION, AND HIRING GUIDELINES FOR  
SENIOR HIGH SCHOOL TEACHING POSITIONS FOR SY 2021-2022**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Administrative Officer V  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All concerned

1. This is to announce to the field that the Schools Division Office of Kabankalan City is now accepting applications for Teacher I items for School Year 2021-2022 from March 1, 2021 to April 15, 2021.
2. The application is open to all interested and qualified applicants regardless of age, sex, civil status, disability, religion, ethnicity and political affiliation.
3. Applicants shall furnish an application letter addressed to PORTIA M. MALLORCA, PHD, CESO V, Schools Division Superintendent, and submit the application to the school head to one of the schools in the Division nearest to their residence. The application including the following documents listed hereunder shall be submitted in sets of two (2) and shall be arranged accordingly:
  - a. Letter of intent which shall indicate the following information:
    - Statement of purpose/expression of interest
    - Subject group he/she intends to teach
    - Preferred school(s), if any;
  - b. Original CSC Form 212/Personal Data Sheet (Revised 2017) with latest passport size photo bearing the full name and signature of applicant;
  - c. For LET/PBET passers - Certified photocopy of Professional Regulation Commission (PRC) professional identification card or a PRC certification showing the teacher's name, LET/PBET rating, and other information recorded in the PRC Office;
  - d. For LET/PBET passers – Certified photocopy of ratings obtained in the Licensure Examination for Teachers or Professional Board Examination for Teachers;
  - e. Certified photocopy of Diploma on Bachelor's degree signed by authorized school officials;
  - f. Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject signed by authorized school officials;
  - g. Photocopy of certificates of relevant specialized trainings and skills if any;
  - h. Certified copy of Voter's ID and/or proof of residency as deemed acceptable by the School Screening Committee;
  - i. NBI Clearance;
  - j. Additional Requirement for TVL Applicants - Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
Telephone Number: 471-2004 | 471-2003  
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- Certificates (e.g. Handicraft courses); Certified photocopy of Trainers Methodology Certificate (TMC), if available;
- k. Additional requirement for HEI/TVI faculty - Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI;
  - l. Omnibus Certification of Authenticity and Veracity of all documents submitted signed by the applicant. (See Annex C)
4. Academic personnel applicants from HEIs must present a Certificate of Service Rendered and of Good Standing from his or her previous employer with the information listed below, if available:
    - Employee's name
    - Job title
    - Duration of services rendered by the applicant employee
  5. Applicants shall securely fasten their documents on the upper portion of their application and observe the use of **red carton folder** (not plastic nor transparent).
  6. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity. Any violation shall automatically disqualify the applicant from the selection process.
  7. All applicants shall register to the Department's Online System at [application.deped.gov.ph](http://application.deped.gov.ph) where they must encode in their electronic Personal Data Sheet and select the division where they want to be ranked. Once successfully submitted, a Unique Application Number will be issued to the applicant. Existing holders of UAN shall no longer be required to register again.
  8. All applicants, new or prior, shall likewise register to the SDO Kabankalan Online Registration Form for Teacher Applicants at [tinyurl.com/DEPED2021](http://tinyurl.com/DEPED2021) using a valid e-mail address.
  9. The Personnel Selection Board shall be composed of the following:

**School Screening Committee**

Chairperson: School Head

Members:

- Head Teacher for Core and/or Track subjects as needed based on the school's vacancies
- Three (3) teachers from the different learning areas as needed based on the school's vacancies
- President or authorized representative of the School Governing Council (SGC) or the Parents Teachers Association (PTA)

**Division Selection Committee**

Chair: Nelly E. Garrote – Asst. Schools Division Superintendent

Members:

Analie V. Almaiz – Education Program Supervisor, Science



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Vicente Ynchausti – Teachers League President  
Eugenio Gargantiel, Jr. – School Principal/President, NASSPHIL  
Jolly G. Gariando – Public Schools District Supervisor  
Junry M. Esparar - Education Program Supervisor, Filipino/OIC CID Chief  
Ma. Eden Nifras - Education Program Supervisor, English  
Rene S. Erillo - Education Program Supervisor, Mathematics  
Blas P. Tabayag - Education Program Supervisor, Araling Panlipunan  
Elvie R. Verde – Education Program Supervisor, TLE  
Angela Malala - Education Program Supervisor, Values Education  
Romeo Poyogao - Education Program Supervisor, MAPEH  
Saturnino Pabalinas, Jr. – Senior Education Program Specialist

*\*The composition of the SHS Division Sub Committees to aide the Division Selection Committee and the venue for the conduct of demonstration teaching and interview shall be announced later through an addendum.*

10. The Functions of the School Screening Committee

- a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places, on the websites of schools, at teacher education training institutions, higher education institutions (HEIs), and industry and private institutions at all times. The step-by-step procedure in applying for SHS teaching positions, including a copy of this Order, must be posted as well.
- b. Receives applications and documents.
- c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents. This verification includes but is not limited to interviewing or getting additional information from applicants' referees and/or the issuing bodies from which they obtained certifications and other documents.
- d. Informs applicants about schedules, timelines, and deadlines at least seven (7) days in advance. Documentary proof of announcements, notifications, and communications shall be kept.
- e. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application. (Annex of Standardized Certification that includes the checklist of requirements must be included.)
  - i. The SSC shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents.
  - ii. All applications, even those found to be incomplete or inauthentic, must still be forwarded to the Division Selection Committee (DSC), albeit such submissions must be noted and marked by the Committee.
- f. Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be





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compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the Office of the School Head for records purposes.

**11. The Functions of the School Screening Committee**

- a. Receives from the School Screening Committee the list of applicants with the corresponding documents.
- b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.
- c. Evaluates applicants based on the criteria set forth in these guidelines.
- d. Ensures that applicants are notified at least seven (7) days before the scheduled conduct of evaluation procedures such as Demonstration Teaching, English Proficiency Test, and Interview. Documentary proof of announcements, notifications, and communications shall be kept.
- e. Reviews and consolidates the results of the individual ratings of applicants based on the scores they obtain in each criterion for evaluation.
- f. Prepares separate division-wide RQAs for each core subject and track.
- g. Sends to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair
- h. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations to the SDO's Personnel Division.

**12. Below is the schedule of activities relative to the preparation of the Division Registry of Qualified Applicants (RQA) for SY 2021-2022.**

Activity	Date	Venue	In Charge
Submission of application with complete documents to school nearest to residence	March 1, 2021 – April 15, 2021	Respective Schools	School Selection Committee
Orientation of School Screening Committee	March 5, 2021 (AM)	Division Office	AO – V
Orientation of Division Sub Committee	March 8, 2021 (AM)	Division Office	AO – V
Deadline of submission of Summary of Applicants and Validated/Verified documents to Division Office	April 23, 2021	Division Office	Division Sub Committee Secretariat for SHS





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Orientation of Applicants	April 30, 2021	Kabankalan National High School	HRMO
Demonstration Teaching and Interview	May 3, 2021 – May 14, 2021	TBA	Division Sub Committee for SHS
Evaluation of Documents	May 17, 2021 – May 28, 2021	Division Office	Division Sub Committee for SHS
Publication of the Registry of Qualified Applicants	June 7, 2021	Division Office through SDO website	HRMO

13. Prior to submission at the Division level the School Screening Committee shall attach a signed certification to each pair of application indicating its completeness, veracity, and validity using the prescribed form. *See attached form in Annex A.*
14. In the endorsement of application documents, the School Screening Committee shall submit to the Secretariat in charge of SHS the summary of applicants using the prescribed form. *See attached form in Annex B.*
15. The official list of applicants for Senior High School per specialization shall be announced during the scheduled orientation of applicants.
16. Previous applicants of the same specialization who wish to waive their points earned from the previous ranking may opt to submit a waiver indicating the category which they would like to retain their scores from.
17. The guidelines on constituting the Registry of Qualified Applicants and the hiring procedures can be found in the following DepEd Orders:
  - DO 3, S. 2016 – Hiring Guidelines for Senior High School Teaching Positions Effective School Year 2016-2017
  - DO 51, S. 2017 – Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines
18. For widest dissemination and compliance.

  
**PORTIA M. MALLORCA, PHD, CESO V**  
Schools Division Superintendent

**References:**

DEPED ORDER NO. 3, s. 2016  
DEPED ORDER NO. 49, s. 2016  
DEPED ORDER NO. 51, s. 2017  
DM-PHROD-2021-0091



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\_\_\_\_\_  
(Name of School)

**Checklist of Documents for Teacher Applicants**  
**SY 2021-2022**

Name of Applicant: \_\_\_\_\_

Documentary Requirements		Remarks	
		Yes	No
1	Application Letter		
2	CSC Form 212 (Revised 2017) with latest passport size photo with Full Name and Signature		
3	Photocopy of PRC professional identification card or a PRC Certification showing the teacher's name, LET rating, and other information recorded in the PRC Office		
4	Photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers		
5	Certified copy of Transcript of Records with Certificate of General Weighted Average issued by the College or University		
6	Copies of Service Records, Performance Rating and school clearance for those with teaching experience If unavailable, the applicant must submit a justification letter citing the reason/s for unavailability		
7	Certificates of specialized trainings and skills		
8	Certified copy of Voter's ID and/or proof of residency (Barangay Certification) as deemed acceptable by the School Screening Committee		
9	NBI Clearance		
10	Notarized Omnibus Certification of Authenticity and Veracity of all documents submitted		
11	IF APPLICABLE ONLY: IPED Certification for IP Applicants		
12	IF APPLICABLE ONLY: Waiver indicating the intent of the applicant to retain his/her scores obtained from the ranking of Teacher Applicants SY 2018-2019.		
13	FOR SHS Applicants only: Photocopy of TESDA National Certificate and/or Trainers Methodology Certificate/Certificate of Employment form HEI/Certificate of Proficiency or Recognition		

## CERTIFICATION

Verified complete, authentic and valid by:

\_\_\_\_\_  
(Name and Signature of SSC Chairman)

\_\_\_\_\_  
(Name and Signature  
of SSC Member)

\_\_\_\_\_  
(Name and Signature  
of SSC Member)

\_\_\_\_\_  
(Name and Signature  
of SSC Member)

\_\_\_\_\_  
(Name and Signature  
of SSC Member)



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 Tayum St., Barangay 8, Kabankalan City, Negros Occidental  
 Tel. No. (034) 471-2003 • (034) 471-2454



\_\_\_\_\_  
 (Name of School)

\_\_\_\_\_  
 (District)

**Summary of Applicants for School Year SY 2021-2022 (Senior High School)**

\_\_\_\_\_  
 (TRACK)

No.	UAN	Name of Applicant				Address <i>(Indicate Barangay)</i>	Course	Strand for Academics; Specialization for TVL	Title of Valid TESDA NC or TMC for TVL Applicants	School Graduated From	Contact Number
		Last	First	Middle	Name Ext.						
1											
2											
3											
4											
5	<b>***nothing follows***</b>										

*\*Use a separate sheet for IP applicants.*

*\*Use a separate sheet for each track (Academic, TVL, Sports and Arts).*

*\*Indicate "nothing follows" in the last blank row of the list for each sheet.*

Submitted by:

\_\_\_\_\_  
 (Name and Signature of SSC)

\_\_\_\_\_  
 (Name and Signature of SSC Member)

\_\_\_\_\_  
 (Name and Signature of SSC Member)

\_\_\_\_\_  
 (Name and Signature of SSC Member)

\_\_\_\_\_  
 (Name and Signature of SSC Member)

## WAIVER

I, \_\_\_\_\_ of \_\_\_\_\_,  
*(Name of Applicant)* *(Residence Address)*  
applying for the position of \_\_\_\_\_ at \_\_\_\_\_,  
*(Position)* *(School)*

would like to **retain** my scores obtained from the ranking of Teacher Applicants SY 2020-2021 under the following (checked) criteria:

- Demonstration Teaching
- Skills Validation
- Interview
- English Proficiency Test

\_\_\_\_\_  
*Signature over printed name*

\_\_\_\_\_  
*Date*



### Omnibus Certification of Authenticity and Veracity of Documents

I, \_\_\_\_\_, Filipino, of legal age, with permanent address at  
*Name (Last, First, Middle)*  
\_\_\_\_\_, after being sworn in accordance with law, hereby  
*(Permanent Residence Address)*  
depose and state that:

1. I am applying for \_\_\_\_\_, at \_\_\_\_\_.  
*(Position)* *(School)*

2. I have submitted the following documents:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. I am executing this Omnibus Sworn Certification to attest to the authenticity and veracity of all documents I submitted;

4. I assume full responsibility and accountability on the validity and authenticity of the documents submitted and I understand that any violation will automatically disqualify me from the selection process.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
*Signature over printed name*

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ with  
*day month year*  
affiant exhibiting to me his/her Community Tax No. \_\_\_\_\_ issued on \_\_\_\_\_  
*date*  
at \_\_\_\_\_, Philippines.  
*place of issuance*

\_\_\_\_\_  
Notary Public