



Republic of the Philippines
Department of Education
Region VI – Western Visayas

SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

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



January 4, 2019

DIVISION MEMORANDUM

No. 02, s. 2019

**PREPARATION OF DIVISION REGISTRY OF QUALIFIED APPLICANTS FOR KINDERGARTEN,
ELEMENTARY, AND SECONDARY SCHOOLS FOR SY 2019-2020.**

TO: Assistant Schools Division Superintendent
CID & SGOD Chiefs
Administrative Officer V
Public Schools District Supervisor
Public Elementary and Secondary School Heads

1. This is to announce to the field that this Schools Division Office is now accepting applications for Teacher 1 items for School Year 2019-2020.
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 submit to the head of Elementary or Secondary School a written application supported by two sets of the following documents in three (3) sets, arranged in sequence as follows:
 - a. CSC Form 212 (Revised 2017) with latest passport size photo with Full Name and Signature
 - b. 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
 - c. Photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers
 - d. Certified copy of Transcript of Records with Certificate of General Weighted Average issued by the College or University.
 - e. 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
 - f. Certificates of specialized trainings and skills
 - g. Certified copy of Voter's ID and/or proof of residency as deemed acceptable by the School Screening Committee
 - h. NBI Clearance
 - i. Omnibus Certification of Authenticity and Veracity of all documents submitted, signed by the applicant
4. All applicants shall register to the Department's online system at **application.deped.gov.ph** where they must encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, a Unique Application Number will be issued. In the submission of application requirements, this Unique Application Number must be indicated.

5. All applicants shall likewise register to SDO Kabankalan Online Registration Form of Teacher Applicants at <http://deped.in/KABANKALAN2K19> using a valid e-mail address.
6. The Personnel Selection Board are the following:
 - A. Division Selection Committee
 - a. For Kindergarten, SPED, IPED and Elementary Schools
 Chairperson: Peter J. Galimba
 Members: Bernadin T. Bendo
 Mary Helen M. Bocol
 Mary Joan G. Dayon – for IPED Applicants only
 Orlie Villanueva – PESPA President
 Nelson Basilio – CSO Representative
 Vicente Ynchausti – Teachers' League President
 - b. For Junior High School and Senior High School
 Chairperson: Peter J. Galimba
 Blas P. Tabayag
 Analie V. Almaiz – for Senior High School Applicants only
 Mary Joan G. Dayon – for IPED Applicants only
 Eugenio A. Gargantiel, Jr. – Secondary School Head President
 Nelson Basilio – CSO Representative
 - c. Secretariat:
 Chairperson: Arnold S. Magdaet
 Members: Eulyne D. Lucerna – Kindergarten, SPED and IPED Applicants
 Chris G. Erabon – Elementary Applicants
 Rene S. Erillo – Junior High School Applicants
 Dr. Saturnino T. Pabalinas, Jr.
 - d. The Division Selection Committee will have the following functions:
 - i. Evaluates applicants by conducting interview and demonstration teaching based on the criteria set forth in D.O. No. 7, s. 2015.
 - ii. Reviews and consolidates results of the individual ratings of applicants based on the scores they obtained in each criterion for evaluation.
 - iii. Prepares separate division-wide RQA's for Kindergarten, Elementary and Secondary.
 - iv. Performs all other functions as stipulated in item 6.2.2.g-j of D.O. 7, s. 2015.
7. The schedule of activities relative to the preparation of the Division Registry of Qualified Applicants (RQA) for SY 2019-2020:

Activity	Date	Venue	In-Charge
Submission of application with complete documents to school nearest to residence	January 7-15, 2019	Respective Schools	School Selection Committee
Submission of Validated/Verified documents to Division Office	January 18, 2019	Division Office (Records Unit)	ASDS
Orientation of Applicants	January 22, 2019	Kabankalan National High School	Education Program Supervisors (CID)
Demonstration Teaching and Panel Interview	January 24-25, 2019	(See Cluster Center)	PSB and EPS

Skills Validation	January 30-31, 2019	(See Cluster Center)	PSB and EPS
English Proficiency Test (EPT)	To be determined by Bureau of Educational Assessment (BEA)	ERAMS/KNHS	Jonalyn de la Cerna, CID and SGOD
Submission of the Registry of Qualified Applicants to the Schools Division Superintendent for Approval			Division Selection Committee

8. The Specialized Training and Skills Test will be facilitated by the same committee in charge of the demonstration teaching and interview.
9. An applicant who is applying in more than one level or category must prepare a separate application letter and set of documents. Further, he/she must coordinate with the Division Selection Committee as to the separate schedule for demonstration teaching, panel interview and skills validation.
10. Applicants for School Year 2018 – 2019 may opt to retain their ratings in interview and demonstration teaching by submitting a letter of intent attached to the letter of application.
11. For further details, please refer to DepEd Order No. 7, s. 2015, DepEd Order No. 3, s. 2016 and DepEd Order No. 50, s. 2016. For inquiries please see the Secretariat; c/o Mr. Chris G. Erabon.
12. For widest dissemination and compliance.


MA. LORLINE M. ORTILLO, CESO VI
Schools Division Superintendent