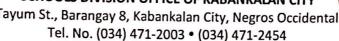
Republic of the Philippines Department of Education Region VI – Western Visavas

SCHOOLS DIVISION OFFICE OF KABANKALAN CITY





January 4, 2019

DIVISION MEMORANDUM

No. ______, 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.

- 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. Secretartiat:

Chairperson: Arnold S. Magdaet

Members: Eulyne D. Lucerna – Kindergarten, SPED and IPED Applciants

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

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

- 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. LORLINIE M. ORTILLO, CESO VI Schools/Division Superintendent