



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 7, 2020

**DIVISION MEMORANDUM**No. 00, s. 2020

**PREPARATION OF THE REGISTRY OF  
 TEACHER APPLICANTS FOR SY 2020-2021**

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

1. This is to announce to the field that the Schools Division of Kabankalan is now accepting applications for Teacher 1 items for School Year 2020-2021 from January 8 – 31, 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 write an application letter addressed to PORTIA M. MALLORCA, PhD, CESO V, Schools Division Superintendent, and submit the application to the school head of the Elementary or Secondary School supported by the following documents in two (2) 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. Photocopy of service records, appointment, 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. (See Annex H)
  - j. Additional Requirements for Senior High School applicants:
    - TVL teacher 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 Certificates (e.g. Handicraft courses)
      - Certified photocopy of Trainers Methodology Certificate (TMC), if available
    - Arts and Design and Sports Tracks teacher applicants

- Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild
  - HEI/TVI faculty
    - Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI
- 4. All applicants shall register to the Department's online system at [application.deped.gov.ph](http://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. Existing holder of the UAN shall no longer register in the online system.
- 5. All applicants shall likewise register to SDO Kabankalan Online Registration Form of Teacher Applicants at <http://deped.in/KABANKALAN2020> using a valid e-mail address.
- 6. The Personnel Selection Board shall be composed of the following:

**School Screening Committee**

- a. Elementary  
Chair: School Head or Cluster School Head  
Members:
  - Four (4) teachers as members. In the case of primary, incomplete elementary and multi-grade (MG) schools, the Committee shall be chaired by the cluster school head with four (4) teachers from the cluster schools as members.
  - \*Committee members shall be identified by the School Head using the above mentioned specifications.
- b. Secondary  
Chair: School Head  
Members:
  - Department Head concerned and three (3) teachers from the different learning areas (as needed based on the school's vacancies) shall be members.
  - For small secondary schools that do not have department heads, the School Head shall be the Committee Chair with four (4) subject leaders from different learning areas as members.
  - \*Committee members shall be identified by the School Head using the above mentioned specifications.
- c. Senior High School  
Chair: 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)
  - \*Committee members shall be identified by the School Head using the above mentioned specifications.

**Division Selection Committee**

- d. 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  
Alfredo Mangao, Jr. -CSO Representative  
Vicente Ynchausti - Teachers' League President
- e. For Junior High School and Senior High School  
Chairperson: Peter J. Galimba  
Members: 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  
Alfredo Mangao, Jr. - CSO Representative

f. 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. – Senior High School Applicants

7. The Functions of the School Screening Committee

- a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places and at the websites of schools and teacher education training institutions at all times. The step-by-step procedure in applying for Teacher I 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.
- d. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application.
  - The School Screening Committee shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately note the applicant to facilitate the complete and proper submission of documents.
  - Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee, albeit such submissions must be noted and marked by the Committee.
- e. Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be 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.

8. The Functions of the Division Selection 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 on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines.
- d. Reviews and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.
- e. Prepares separate division-wide RQAs for Kindergarten, Elementary, and Secondary,
- f. 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.
- g. Secures list of its LGU-funded teachers from the office of the provincial governor, city/municipal mayor, or provincial/city /municipal administrator.
- h. Ensures that LGU-funded and volunteer teacher applicants go through the application process as provided for in these guidelines.
- i. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations, to the SDS for approval.



9. Below is the schedule of activities relative to the preparation of the Division Registry of Qualified Applicants (RQA) for SY 2020-2021:

Activity	Date	Venue	In-Charge
Submission of application with complete documents to school nearest to residence	January 8-30, 2020	Respective Schools	School Selection Committee
Submission of Summary of Applicants and Validated/Verified documents to Division Office	January 31, 2020	Division Office	Secretariat
Orientation of Applicants	February 10, 2020	Kabankalan National High School	HRMO
Demonstration Teaching	February 10-14, 2020	Central Schools (Elem) Identified Secondary Schools (Secondary)	Personnel Selection Board
Evaluation of Documents and Skills Validation	February 17-28, 2020	Division Office	Personnel Selection Board
Interview	March 2-4, 2020	Central Schools (Elem) Identified Secondary Schools (Secondary)	Personnel Selection Board
Publication of the Registry of Qualified Applicants	April 3, 2020	Division Office	HRMO

10. 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.*
11. In the endorsement of application documents, the School Screening Committee shall submit to the Secretariat in charge of the appropriate level the summary of applicants using the prescribed form. *See attached forms in Annexes B to F.*
12. In aide of the Division Selection Committee and in preparation for the evaluation of documents of the applicants, the Public Schools District Supervisor of each district in charge of the school for the elementary level and the Education Program Supervisor in charge of the subject area for the Secondary Level shall receive the application documents from the School Screening Committee as well as a copy of the Summary of Applicants. In the case of Senior High School, the copy of summary of applicants and the application documents shall be forwarded to Analie V. Almaiz, Education Program Supervisor – Science.
13. The secretariat for each level or category shall be in charge of the consolidation of points of the applicants towards the signing of the final copy of the RQAs.
14. The Specialized Training and Skills Test will be facilitated by the same committees in charge of the demonstration teaching and interview which shall be later announced through an addendum including the venues of the said activities.

15. 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, interview, and skills validation.
16. Applicants for School Year 2019-2020 may opt to retain their ratings by submitting a waiver form indicating his/her previous points. (See Annex G) The previous rank list of applicants will be posted for reference. A copy of the same rank list will be provided to the document evaluators for validation.
17. For widest dissemination and compliance.

  
**PORTIA M. MALLORCA, Ph.D., CESO V**  
*Schools Division Superintendent*

*References:*

- DepEd Order No. 7, s. 2015
- DepEd Order No. 3, s. 2016
- DepEd Order No. 27, s. 2016
- DepEd Order No. 50, s. 2016
- DepEd Order No. 51, s 2017

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**Schools Division Office of Kabankalan City**

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

**Checklist of Documents for Teacher Applicants**  
**SY 2020-2021**

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

**Summary of Applicants for School Year SY 2020-2021 (Kindergarten)**

No.	UAN	Name of Applicant			Address <i>(Indicate Barangay)</i>	Course	School Graduated From	Contact Number
		Last	First	Middle				
1								
2								
3								
4								
5		***nothing follows***						

*\*Use a separate sheet for IP applicants.  
 \*Indicate "nothing follows" in the last blank row of the list for each sheet.*

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

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

**Summary of Applicants for School Year SY 2020-2021 (SPED)**

No.	UAN	Name of Applicant			Address (Indicate Barangay)	Course	School Graduated From	Contact Number
		Last	First	Middle				
1								
2								
3								
4								
5	***nothing follows***							

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

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

Submitted 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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\_\_\_\_\_  
*(Name of School)*  
 \_\_\_\_\_  
*(District)*

**Summary of Applicants for School Year SY 2020-2021 (Elementary)**

No.	UAN	Name of Applicant			Address <i>(Indicate Barangay)</i>	Course	School Graduated From	Contact Number
		Last	First	Middle				
1								
2								
3								
4								
5	***nothing follows***							

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

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

**Submitted 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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\_\_\_\_\_  
 (Name of School)

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

**Summary of Applicants for School Year SY 2020-2021 (Junior High School)**

\_\_\_\_\_  
 (Subject Area)

No.	UAN	Name of Applicant			Address <i>(Indicate Barangay)</i>	Course	School Graduated From	Contact Number
		Last	First	Middle				
1								
2								
3								
4								
5		***nothing follows***						

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

*\*Use a separate sheet for each subject area.*

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

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

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

**Summary of Applicants for School Year SY 2020-2021 (Junior 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						
1										
2										
3										
4										
5					***nothing follows***					

*\*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 2019-2020 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 \_\_\_\_\_, after being sworn in accordance with law, hereby  
*Name (Last, First, Middle)*  
*(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