




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM  
NO. 88 S, 2022

TO : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public Schools District Supervisors/PICD  
Public Elementary and Secondary School Heads  
This Division

FROM :   
OLIVER B. TALAOC, EdD  
Officer-In-Charge  
Office of the Assistant Schools Division Superintendent

SUBJECT : **SELECTION AND RECRUITMENT OF PUBLIC SCHOOL TEACHERS  
FOR SCHOOL YEAR 2022-2023**

Date : February 22, 2022

1. The Department of Education Division of Dapitan City announces the opening of the selection and recruitment process of hiring public school teachers for school year 2022-2023
2. The primary hiring policy to be used in the evaluation and selection shall be Deped Order no.7, s.2015 for Kindergarten, Elementary and Junior High School Teacher Applicants ; Deped Order No.3, s. 2016 for Senior High School Applicants and Deped Order no.50, s.2016 in case there is/are Indigenous Peoples' Teacher Applicants.
3. Relative to such policy, the Department issued DM-PHRODFO-2020-00180 dated May 29, 2020 as additional Instructions on Teacher Hiring in view of the Covid 19 Situation so as not to hamper the teacher recruitment, selection, and placement (RSP) operations of the Department.
4. The School Screening Committee is advise to accept documents for evaluation for Teacher I positions beginning March 1-10, 2022. Application process and schedule of activities is found in Enclosure No.1 of this Memorandum.
5. Expenses of the Division Selection Committee relative to the different activities shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of and strict compliance with this Memorandum is directed.

Department of Education  
Division of Dapitan City

RELEASED

NO 88 DATE 02/22/22  
TIME 2:29 BY OT



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**Enclosure No.1**

**GUIDELINES IN THE SELECTION, RECRUITMENT OF PUBLIC SCHOOL TEACHER I  
FOR SCHOOL YEAR 2022-2023**

**1. Application Process and Schedule of Activities**

DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
March 1-10, 2022	Submission of Written Application with relevant documents of Teacher Applicants to any school nearest her/his residence.  School Head checks the completeness of the documents and forward it to the District Screening Committee	Qualified Teacher Applicants  School Head/School Screening Committee
March 11, 2022	Organization of the Division Selection Committee, Division/District Sub-committee and Screening Committee	ASDS, Chief of CID/SGOD, EPS, PSDS/PICD and School Heads
March 14, 2022	Orientation of Teacher Applicants (Kindergarten/Elem/JHS/SHS)	Division Sub-Committee /District Special Committee
March 15-25, 2022	Demonstration Teaching, Interview and Validation of Special Skills	Division Sub-Committee /District Special Committee
To be announced	Administration of the English Proficiency Test (EPT)	BEA/SEPS-SMN/Division ITO
March 28-30, 2022	Preparation of the Summary Results of the Demonstration Teaching, Interview and Special Skills	Division Sub-Committee /District Special Committee
March 31, 2022	Submission of the List of Teacher Applicants by District and Schools (JHS/SHS) with pertinent documents and Summary Results of Demonstration, Interview and Special Skills	District Sub-Committee /School Committee
April 1-22, 2022	Validation of Summary Results from District Sub-Committee/ School Screening Committee	Division Selection Committee
April 25-27, 2022	Finalization of the Registry of Qualified Applicants (RQA)	Division Selection Committee
April 28, 2022	Submission of Final RQA for SDS approval	Division Selection Committee
April 29, 2022	Posting of RQA	Division Selection Committee



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**2. Teacher-Applicant's Required Documents** (to be checked and received by the School Screening Committee)

The following documents will be compiled and arranged in a long size white folder fastened at the left side.

- a. CSC Form 212 in two copies with the latest 2 x 2 ID picture
- b. Certified 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. Certified photocopy of ratings obtained in the Licensure Examination of Teachers(LET)/Professional Board Examination for Teachers (PBET)
- d. Certified copies of Transcript of Records (Baccalaureate degree and Post Graduate Studies)
- e. Certificate of General Weighted Average (GWA)
- f. Copies of previous appointments, service records, performance rating and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability
- g. Certificates of specialized training, if any
- h. Certified copy of Voter's ID and /or any proof of residency as deemed acceptable by the School Screening Committee
- i. NBI clearance
- j. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

**3. Composition of the Selection Committee**

**3.1 School Screening Committee**

- 3.1.1 Complete Elementary School  
Chairman : School Head  
Members : 4 Teachers
- 3.1.2 Incomplete and Multigrade Schools  
Chairman : Cluster School Head  
Members : 4 teachers from the Cluster Schools
- 3.1.3 Junior High School/Senior High School  
Chairman : School Head  
Members: 4 teachers (by specialization)

**3.2 Division Sub-Committee/District Selection Committee**

Chairman : Public Schools District Supervisor/Principal In charge of District  
Members : 4 Elementary School Principals/School Heads

- 3.2.1 District Special Committee (for Demonstration and Validation of Special Skills)  
Chairman : Central School Principal  
Members : School Heads/Master Teachers

**3.3 Division Selection Committee**

Overall Chairman : OIC- Assistant Schools Division Superintendent



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**For Elementary/Kindergarten (K-6)**

Chairman	: Dr. Oliver B. Talaoc	- OIC- AsstSchools Division Supt
Members	: Mrs. Ann J. Agda	- EPS (Science)
	Mrs. Ma. Perga A. Cadiente	- EPS (English)
	Dr. Luna Luz B. Racho	- EPS (Kinder)
	Mrs. Helen T, Calaguian	- EPS II (Sped & MG)
	Mrs. Rizza A. Daboda	- PESPA President
	Engr. Emilio E. Bagolboc	- Federated PTA President
Secretariat	: Ms. Michelle V. Torres	- SEPS-HRD

**For Junior High School (G7-10)**

Chairman	: Dr. Ella Grace M. Tagupa	- Chief, CID
Members	: Mr. Germanico C. Malacat	- EPS ( MAPEH)
	Dr. Esmeralda A. Bagaipo	- EPS (Math)
	Dr. Vicente Jose V. Suarez	- EPS (EsP)
	Mr. Jr Simed Joseph B. Saguin	- SSP 2 , President, NAPSSHI
	Engr. Emilio E. Bagolboc	- Federated PTA President
Secretariat	: Mrs. Cynthia O. Dalman	- AO IV (HRMO)

**For Senior High School (G 11- 12)**

Chairman	: Mr. Sherlito E. Sagapsapan	-Chief, SGOD
Members	: Mr. Lindo O. Adasa, Jr	- EPS (Filipino)
	Mrs. Florence S. Gallemit	- EPS (Araling Panlipunan)
	Mr. Jerry M. Perong	- EPS (TLE)
	Mr. Jofrey B. Malana	-SHS Principal Representative
	Mrs. Elsa Q. Aranas	- PSDS/DCTEA President
Secretariat	: Mr. Vicente Ramon V. Suarez II	- EP Specialist II

- The Senior Education Program Specialist on Social Mobilization & Networking (SEPS-SMN) in coordination with the Division Information Technology Officer is task to coordinate with the Bureau of Educational Assessment (BEA) Central Office pertaining to the administration of English Proficiency Test and do related task relative to such.
- The cut off score for inclusion in the RQA is seventy (70) points. It should be noted, however, that **the applicant's inability to take the EPT shall not be ground for their disqualification.** No EPT result may only mean no score under the EPT criterion set in DO nos.7 and 22, s. 2025; DO no.3 s, 2016 and DO no.50,s.2016. Henceforth, applicants who have meet the cut-off score in spite of the absence of an EPT score shall still be included in the Registry of Qualified Applicants (RQA)( *paragrapg4c of DM-PHRODFO-2020-00180*)
- Applicants who opted to retain their last year ratings should submit letter of request for retention address to the Chairman of the Division Selection Committee and upon its approval, such letter should be attached to the folder of documents to be submitted to the District Selection Committee/School Selection Committee of the JHS/SHS.

