



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

July 27, 2020

DIVISION MEMORANDUM

No. 117, s. 2020

**HIRING GUIDELINES DURING THE PERIOD OF PUBLIC
HEALTH EMERGENCY**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. The public health situation caused by Covid-19 introduced a startling transformation in the operations of the Schools Division of Tuguegarao City.
2. One of the heavily affected areas is the process on recruitment, selection, placement, and induction as these are indispensable to carry out the mandate of the Division to deliver quality basic education amid the pandemic.
3. Numerous Proclamations as well as DepEd Orders were issued to balance the continued delivery of essential services and the prevention of the further transmission of Covid-19.
4. Guided by these issuances and directives aimed to achieve public health objectives such as the mitigation of the scale and speed of community transmission of the disease without compromising the continuity of delivery of DepEd essential services and priority programs, in line likewise to **CSC Memorandum Circular No. 14, s. 2020 promulgated July 8, 2020** or the Interim Guidelines on Appointments and Other Human Resource Actions for the Period of Calamity due to COVID-19 Pandemic, this Office issues the following hiring guidelines:
5. All applications for any vacant position shall be submitted online (tuguegarao@deped.gov.ph) or through registered mail at this address:

Department of Education
Schools Division of Tuguegarao City
Regional Government Center
Carig Sur, Tuguegarao City;
6. Those who have applied before for the same position need not submit all the required documents. A mere Letter of Intent plus any document for the updating of his/her final score during the previous assessment shall suffice.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net



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7. The Human Resource Merit Promotion and Selection Board (HRMPSB) through its Secretariat, shall acknowledge receipt of the documents through email, messenger, phone call, or a combination thereof;
8. The Human Resource Management Officer (HRMO) shall review the submitted documents as to correctness and completeness and shall make an initial evaluation of the qualifications of each applicant;
9. The HRMO shall then make a list (selection lineup) of qualified applicants reflecting the qualifications of each. The list shall likewise include disqualified applicants and the reason/s therefor;
10. The HRMPSB shall then convene, through any modality it deems appropriate, to evaluate and deliberate the qualifications of those listed in the lineup;
11. The list, after due deliberation by the HRMPSB, shall be posted in the Bulletin of Vacant Positions of the Office, and the HRMO shall notify all applicants of the status of their applications, whether qualified or disqualified, and the reasons therefor;
12. The HRMPSB through the HRMO shall schedule an online assessment and shall inform all qualified applicants at least three (3) days before the schedule. Should there be no more than ten (10) applicants, and the circumstances so warrant, the HRMPSB may proceed with the traditional mode (face-to-face) of assessment;
13. In its commitment to fully implement and abide by the provisions of its **Equal Employment Opportunity Policy (EEOP)**, a face-to-face assessment shall be scheduled to accommodate qualified applicants who are differently abled. Per existing Memorandum of Agreement, a Special Education teacher from Tuguegarao East Central School or Tuguegarao Northeast Central School, as the case may be, shall assist the HRMPSB in the assessment. Questions for the written exam shall be crafted using the Braille System for visually impaired candidates. Hearing aids or other tools shall likewise be provided for the hearing impaired candidates.
14. In case of a face-to-face assessment, and one, some, or all of the applicants are differently-abled, pregnant, or nursing mothers, the assessment shall be conducted in a separate room in the adjacent building (clinic) instead of the customary conference room. Other assistive devices like wheelchair shall also be provided.
15. The HRMO shall provide the applicants of the link for the online assessment including passwords if any;
16. An applicant who previously applied and joined an assessment for the same position may opt not to attend the assessment and may just inform the HRMPSB ahead of time that s/he intends to adopt his/her final score during the latest prior assessment;
17. Should a former applicant for the same vacant position has additional documents which, when presented during the assessment, will surely increase her previous final score, s/he must attend the assessment and present said documents for the appreciation of the HRMPSB;

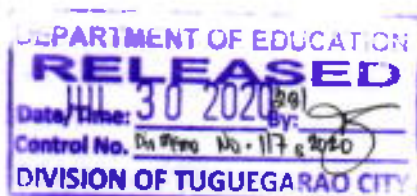


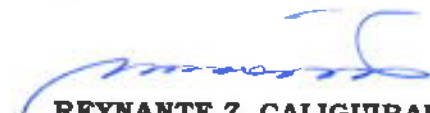
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18. Applicants who fail to login at the time and date specified is deemed to have waived his/her right to join the assessment unless the applicant gives a justifiable reason (to be determined by the HRMPSB) of his/her failure to login;
19. Should the circumstances so warrant, the applicant must inform the HRMPSB beforehand of his incapacity or inability to join the assessment, otherwise, the HRMPSB shall treat his absence during the assessment as a waiver thereof;
20. The HRMPSB, on the day of the online assessment, shall orient the applicants of its procedures before proceeding with the assessment;
21. The applicants shall be required to show the original of their documents during the online assessment;
22. Once the HRMPSB is done with the validation of the all applicants' documents, their respective scores shall be flashed on the screen;
23. The HRMPSB may then proceed with the conduct of the online examination and online interview, the process of which shall be made known to the applicants during the orientation;
24. After the online exam and online interview, if possible, depending on the number of applicants, the HRMPSB shall flash on the screen the final scores of all the applicants;
25. The HRMPSB shall immediately forward a shortlist of the top five ranking candidates, whenever possible, whose final scores are comparatively at par with each other, to the Appointing Authority who may then, at his/her discretion instruct the HRMPSB to conduct a Background Investigation;
26. Items 3 and 4 of the aforementioned CSC Resolution insofar as Issuance of Appointments and Submission of Appointment (to the CSC for attestation) are concerned shall likewise be adopted whenever necessary.
27. This Memorandum shall take effect immediately.
28. Immediate and wide dissemination of this Memorandum is desired.




REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 Office In-Charge
 Office of the Schools Division Superintendent

Encls.: As stated

Reference: CSC Memorandum Circular No. 14, s. 2020
 Equal Employment Opportunity Policy

To be indicated in the Perpetual index

Under the following subjects:

ASSESSMENT EMPLOYEES HIRING POSITIONS

PER/mfcm



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