



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

February 05, 2021

DIVISION MEMORANDUM

No. 029, s. 2021

**DIVISION ASSESSMENT OF TEACHER APPLICANTS
 FOR SCHOOL YEAR 2021-2022 REGISTRY OF QUALIFIED APPLICANTS (RQA)**

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Public and Private Elementary and Secondary Schools Principals/OICs
 All Others Concerned

1. The Schools Division of Tuguegarao City announces the Division Assessment of Teacher Applicants for Kindergarten, Elementary, Junior High School and Senior High School for School Year 2021-2022 Registry of Qualified Applicants (RQA).
2. The following references shall be used:

HIRING GUIDELINES	
Kindergarten, Elementary and Junior High School (Non-IP)	DepEd Order No. 7, s. 2015 (Hiring Guidelines for Teacher I Positions for School Year 2015-2016)
Kindergarten, Elementary and Junior High School (IP)	DepEd Order No. 50, s. 2016 (Hiring Guidelines for Teacher I Positions in Schools Implementing Indigenous Peoples Education effective School Year 2016-2017)
Senior High School	DepEd Order No. 3, s. 2016 (Hiring Guidelines for Senior High School (SHS) Teaching Positions effective School Year 2016-2017) DepEd Order No. 27, s. 2016 (Qualification Standards for Senior High School Teaching Positions in the Department of Education) DepEd Order No. 51, s. 2017 (The Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and other Clarifications of the Hiring Guidelines)



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3. The Schedule of Selection Process of applicants is as follows:

Activities	Dates	In-Charge	Venue
1. Call for Order of Applicants	February 5, 2021	SDO/Schools	
2. Acceptance of Applications (K to SHS) and conduct of initial evaluation of documents as to completeness and veracity	February 09, 2021 to March 5, 2021	School Screening Committee	Schools
3. Virtual Orientation of School Heads, Supervisors & School/Division Screening Committees	February 8, 2021	ASDS	
4. Submission of consolidated list of applicants and their pre-evaluated documents to the Division Selection Committee (K to SHS applicants)	March 8-12, 2021	School Screening Committee and Division Selection Committees Elementary- Mr. Arnold Quizzagan PSDS, Junior High School_ Mr. Noli Abrigo, EPS Math Senior High School, Mrs Estela Cabaro, CID Chief	SDO
5. Virtual Orientation of Senior High School applicants	March 8, 2021	Division Selection Committee Mrs. Josephine Gammad Mrs. Myrna Adduru Mr. Ronie Arellano	
6. Virtual Interview of applicants a. K to Grade 10 b. SHS	March 16-31, 2021	District/Division Selection Committees/Division Technical Working Group	
7. Online Demonstration Teaching and Specialize Skills a. K to Grade 10 b. SHS (Face to face or online)			
8. Administration of English Proficiency Test	TBA	Central Office	
9. Submission of Consolidated Assessment Results	April 1-2, 2021	District/Division Selection Committee/Division	



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		Technical Working Group	
10. Consolidation of Individual Rating of Applicants and Creation of RQA	April 5-6, 2021	Division Selection Committee	
11. Submission of Registry of Qualified Applicants to the Schools Division Superintendent	April 7, 2021	Division Selection Committee	
12. Release, Distribution and Posting of RQA copies	April 8, 2021	Division Selection Committee	

4. All interested applicants are advised to submit their complete documentary requirements to their preferred school based on Hiring Guidelines. Those who were in the latest Registry of Qualified Applicants (RQA) for S.Y. 2020-2021 but not yet hired on permanent status may have the following options to be specified in their letter:

- 4.1. Retain Score
- 4.2. Not to retain score and will undergo the whole process of assessment.
- 4.3. Not to retain score and will update any of the criterion or all of criteria in DepEd Order No.7, s. 2015 and DepEd Order No. 3, 2016 following this template.

CRITERIA	DOCUMENT TO SUBMIT
1. Education	
2. Eligibility (Provisional Status)	
3. Specialized Training	
4. Experience	
5. To undergo Demo teaching or Interview	

The letter of intent must be addressed to the Schools Division Superintendent, attention to the Assistant Schools Division Superintendent for consideration specifying the school where they are applying.

5. Those who were assessed last school year, not included in the RQA and not yet hired are likewise instructed to put in writing addressed to the Schools Division Superintendent, attention to the Assistant Schools Division Superintendent for consideration specifying any of the following options:

- 5.1. Retain Score
- 5.2. Not to retain score and will undergo the whole process of assessment



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5.3. Not to retain score and will update any of the criterion or all criteria in DepEd Order No.7, s. 2015 and DepEd Order No. 3, 2016 following this template

CRITERIA	DOCUMENT TO SUBMIT
1. Education	
2. Eligibility (Provisional Status)	
3. Specialized Training	
4. Experience	
5. To undergo Demo teaching or Interview	

6. The letter of intent of interested applicants should specify the school where they are applying.

7. The scores of those Teacher –applicants who took the English Proficiency Test (EPT) last September 19, 2019 and July 20-21, 2020 respectively will automatically retain their scores in the English Proficiency Test (EPT). For those who were not able to take the EPT, they shall take it later when the Bureau of Evaluation and Assessment Office shall schedule.

8. Secondary Teacher-applicants may apply separately in both Junior and Senior High School with attached documents to be submitted separately as contained in the Hiring Guidelines.

9. Applicants are required to get certification of their General Weighted Average (GWA) from the school where they graduated. For the services rendered, a Certificate of Employment (COE) must be secured indicating the number of months rendered.

10. Schools shall transmit complete pre-evaluated documents of teacher applicants to the Division Office starting March 8, 2021 until March 12, 2021. For the elementary level, documents of the Kindergarten/SPED Teacher applicants shall be bundled separately. While, Secondary schools shall sort and bundle the documents of the applicants per subject area by level (Junior/Senior).

11. K to 12 Curriculum Guide (CG) and the format of Daily Lesson Preparation as per DepEd Order No. 42, s. 2016 should be followed in the lesson plan preparation and demonstration.

12. As a member of the Division Selection Committee, the PTA Federation President shall be invited in the School/District selection for Kindergarten to Grade 10 teaching positions as per DepEd Order No. 7, s. 2015.

13. Enclosed is the composition of the Division Selection Committee and the composition of the Technical Working Group (TWG) per District (Kinder and Elementary) and per Subject Area (Junior and Senior High School). Members of the TWG are requested to evaluate documents on Education, Teaching Experience,



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LET/PBET Rating, Interview, Demonstration Teaching and Specialized Training and Skills based on the action set forth in the Hiring Guidelines.

14. This Office is as well determined to implement the policies on Equal Employment Opportunity and to continuously adopt measures required for the elimination of discrimination in all its forms and manifestations in the government service.

15. Schools are advised to post this Memorandum in conspicuous places for immediate and wide dissemination.

16. Meals, snacks and travel of Division Selection Committee and Technical Working Group, materials and other extra essentials shall be charged from the MOOE of the Schools Division Office, while Schools/District Screening Committee and TWG expenses shall be charged against School MOOE subject to its availability and usual accounting rules and procedures.

17. For information guidance and wide dissemination.


REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

Encl: As stated

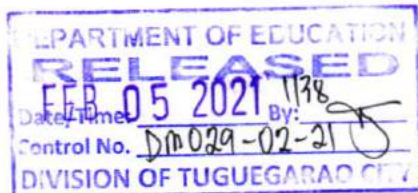
References:

- DepEd Order No. 7, s. 2015
- DepEd Order No. 3, s. 2016
- DepEd Order No. 27, s. 2016
- DepEd Order No. 42, s. 2016
- DepEd Order No. 50, s. 2016
- DepEd Order No. 51, s. 2017

To be included in the Perpetual Index

Under the following subjects:

APPOINTMENT	RECRUITMENT	SELECTION
POLICY	SCHOOLS	TEACHERS



ASDS/jbm



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(Enclosure No. 1 to Division Memorandum No. 029, s. 2020)

DIVISION SELECTION COMMITTEE

KINDERGARTEN / ELEMENTARY

Chairman: Marites Llanes - ASDS
Members: Rosario Dela Cruz - PSDS
Juana Castilo - PSDS
Arnold Quizzagan - PSDS, Focal Person
Visitacion Ligutan- PSDS
Cora Pattaguan- EPS
Jerry Berbano - President, Tug. City Teachers Association
Atty. Raymund Guzman - PTA Federation President
Elmer Narag - Vice President, PESPA

JUNIOR HIGH SCHOOL

Chairman: Marites Llanes - ASDS
Members: Gina Durian - Chief, SGOD
Noli Abrigo - EPS, Focal Person
Myrna Adduru - EPS
Randall Talamayan - EPS
Elpidio Mabasa - President, Secondary Teachers Association
Atty. Raymund Guzman- PTA Federation President
Elpidio Mabasa, Jr. - President, NAPSSHI

SENIOR HIGH SCHOOL

Chairman: Marites Llanes - ASDS
Members: Estela Cabaro- Chief, CID, Focal Person
Josephine Gammad - EPS & Ronie Arellano, Sr. - EPS
Fidel Manuel - President, Secondary Teachers Association
Atty. Raymund Guzman - PTA Federation President
Teresita Tabaog - Regional Director, DOST
One (1) Education Program Supervisor - Regional Representative



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(Enclosure No. 2 to Division Memorandum No. 029, s. 2020)

DIVISION TECHNICAL WORKING GROUP

KINDERGARTEN/ELEMENTARY

Committee Members	Position	Tasks
TEAM 1: Tug. East District		
Chairman: Arnold Quizzagan	PSDS	
Members:		
Janette Dulin	PSDS	Conducts Interview and observe demo-teaching and specialized skills
Grace Hermenegildo	P3	
Analiza Talattad	P2	
Myrna Turingan	P1	Computes/Reviews TOR and other supporting documents
Jaqueline Daguiao	P II	
Jay Loren Tabugay	HT3	
Secretariat: Mary Ann Tamaray	EPSA	Data recorder
TEAM 2: Tug. North District		
Chairman: Visitacion Ligutan	PSDS	
Members:		
PSDS New	PSDS	Conducts Interview and observe demo-teaching and specialized skills
Rizalina Tuliao	P4	
Josephine Ballad	P3	
Emely Tango	P3	Computes/Reviews TOR and other supporting documents
Grace Nacman	P2	
Evangeline Palejo	P3	
Secretariat: Froilan Jeph Baculina	EPSA	Data Recorder
TEAM 3: Tug. Northeast District		
Chairman: Juana Castillo	PSDS	
Members:		
Diana Doldolea	PSDS	Conducts Interview and observe demo-teaching and specialized skills
Janet Saquing	P 2	
Analyn Cauilan	P 3	
Cleofa Laureta	MT2-OIC	
Melba Diego	MT1-OIC	
Victor Taccad	P 1	
Marilen Tappa	MT2-OIC	



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Secretariat: Joan S. Cacacho	PDO I	Computes/Reviews TOR and other supporting documents Data Recorder
TEAM 4: Tug. West District		
Chairman: Rosario Dela Cruz Members: Dahlia Ballabo Vilma Darisan Antonina Soriano Angel Guiquing	PSDS P 3 P 4 P 1 P 2	Conducts Interview and observe demo-teaching and specialized skills
Junar Datul Ophilia Pasicolan Jules Attaban	P 2 P 2 P 1	Computes/Reviews TOR and other supporting documents
Secretariat: Krysta Lynne Fuertes	PDO II	Data recorder

JUNIOR AND SENIOR HIGH SCHOOL

English		
Chairman: Josephine Gammad Members: Jessica Castaneda	EPS EPS	Conducts Interview , observes demo-teaching and evaluates specialized skills
Jonalyn Callueng Aileen Ibañez Marielle Macapia	Asst. School Principal	Computes/Reviews TOR and other supporting documents
Secretariat: Krysta Lynne Fuertes	PDO II	
Mathematics		
Chairman: Noli Abrigo Jr. Members: Marlo Melad Juaquina Birung	EPS PSDS	Conducts Interview , observes demo-teaching and evaluates specialized skills
Gloria Luz Richard Romero Pilar Tumanguil	P1 HT HT	Computes/Reviews TOR and other supporting documents
Secretariat: Rose Dulin		Data Recorder
Science:		
Chairman: Myrna Adduru Members: Carmen Acain	EPS P1	Conducts Interview , observes demo-teaching



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Grace Macababbad	P2	and evaluates specialized skills
Eduardo de la Rosa Rochelle Cauilan Loreza Tumaguil Secretariat: Cheryl Roque	Department Heads Asst. Principal MT1 EPS M&E	Computes/Reviews TOR and other supporting documents Data Recorder
Filipino		
Chairman: Vissia Asuncion Members: Emma Louisa Javier	EPS EPS	Conducts Interview , observes demo-teaching and evaluates specialized skills
Luzviminda Pasion Vilma Narag Ludivina Suetos Secretariat: Jane Pagulayan	HT MT MT EPS HR	Computes/Reviews TOR and other supporting documents
Araling Panlipunan/HUMSS		
Chairman: Billy Siddayao Members: Nida Ermitano Grace Mabasa	EPS HT MT	Conducts Interview , observes demo-teaching and evaluates specialized skills
Edmund Caronan Alejo Cambri, Jr. Margie Balunggaya Secretariat: Antonette Andres	MT T3 T3 Librarian	Computes/Reviews TOR and other supporting documents
Values Education		
Chairman: Emma Luisa Javier Members: Marilou Desiderio	EPS MT	Conducts Interview , observes demo-teaching and evaluates specialized skills
Genaro Langcay Secretariat: Antonette Andres	MT Librarian	Computes/Reviews TOR and other supporting documents
MAPEH		
Chairman: Randal Talamayan Members: Marcelo Campos Gemima Torino	EPS HT T3	Conducts Interview , observes demo-teaching and evaluates specialized skills



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Rocky Banatao Rose Martin Secretariat: Kristine Lappay	Asst. Principal II MT EPSA II	Computes/Reviews TOR and other supporting documents
TLE/TVL		
Chairman: Ronie Arellano Members: Rebecca Cumigad Marcelino Madino Elpidio Mabasa	EPS HT Principal Principal	Conducts Interview , observes demo-teaching and evaluates specialized skills
Nonito Mora Donald Gabriel Higinio Lumaban Daisy Bangayan Reynante Escobar Secretariat: Kristine Lappay	HT MT MT EPSA II	Computes/Reviews TOR and other supporting documents
Special Team:		
Chairman: Jayson Babaran	ITO I	Inputs and Consolidates data /entries of applicants for RQA
Members Krysta Lynne Fuertes Antonette Andres (Junior and Senior HS)	PDO II Librarian	
Jeph Baculina-North and Northeast Mary AnnTamaray-East and West (Elementary) Krysta Lynne Fuertes-Senior High Antonette Andres-Junior High	EPSA EPSA PDO II Librarian	
		Data encoder/recorder- Senior H/S Data Recorder/Encoder SH



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