



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

January 26, 2022

DIVISION MEMORANDUM

No. 17, s. 2022

**DIVISION ASSESSMENT OF TEACHER APPLICANTS
 FOR SCHOOL YEAR 2022-2023 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 Office of Tuguegarao City announces the conduct of Division Assessment of Teacher Applicants for Kindergarten, Elementary, Junior High School and Senior High School for School Year 2022-2023 Registry of Qualified Applicants (RQA). Preferably, applicants should be bonafide resident of Tuguegarao City
2. The following references shall be used:

HIRING GUIDELINES	
Kindergarten, Elementary and Junior High School (None-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



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	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 submission of Application by teacher-applicants	January 26, 2022	SDO/Schools	
2. Acceptance of Applications (K to SHS) and conduct of initial evaluation of documents as to completeness and veracity	January 26, 2022 to February 28, 2022	School Screening Committee	Schools
3. Online submission of basic profile and issuance of Applicant Control Number	January 31, 2022 to February 9, 2022	School Screening Committee	Schools
4. Orientation of School Heads, Supervisors & School/Division Screening Committees	February 10, 2021	ASDS	
5. Submission of consolidated list of applicants and their pre-evaluated documents to the Division Selection Committee (K to SHS applicants)	March 1-4, 2022	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
6.1. Paper Evaluation of Teacher-applicants (K to SHS)	March 8- 31, 2022	District/Division Selection Committees/Division Technical Working Group	Venues to be announced by the different committees
6.2. Interview of applicants a. K to Grade 10 b. SHS			
6.3. Demonstration Teaching and Specialize Skills a. K to Grade 10 b. SHS (Face to face or online)			
6.4. Online submission of assessment results			
	Secretariat		



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7. Submission of Consolidated Assessment Results -Kindergarten- Elem. - Junior high School - Senior High School	April 4-5, 2022	District/Division Selection Committee/Division Technical Working Group	
8. Administration of English Proficiency Test	TBA	Central Office	TBA
9. Review and Deliberation of Consolidated Results	April 6-14, 2022	Division Selection Committee	
10. Approval of Registry of Qualified Applicants by the Schools Division Superintendent	April 15, 2022	Division Selection Committee	
11. Release, Distribution and Posting of RQA copies	April 18, 2022	Division Selection Committee	

4. All interested applicants are advised to submit their complete documentary requirements to their preferred school near their residence based on Hiring Guidelines. Also, applicants are required to submit online their basic profile for the issuance of Applicant Control Number using their e-mail address.

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 in the latest Registry of Qualified Applicants (RQA) for S.Y. 2021-2022 but not yet hired on permanent status may have the following options to be specified in their letter:

- 5.1. Retain Score
- 5.2. Not to retain score and will undergo the whole process of assessment.
- 5.3. 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	

6. 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:



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- 6.1. Retain Score
- 6.2. Not to retain score and will undergo the whole process of assessment
- 6.3. 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	

7. The scores of those Teacher –applicants who took the English Proficiency Test (EPT) last July 20-21, 2020 and October 18-19, 2021 respectively will automatically retain their scores in the EPT. For those whose EPT Result lapsed and were not able to take the same test, 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 1, 2022 until March 4, 2022. 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, LET/PBET Rating, Interview, Demonstration Teaching and Specialized Training and Skills based on the action set forth in the Hiring Guidelines.



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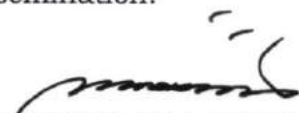
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14. This Office is as well determined to implement the policies on Equal Employment Opportunity and to continuously adopt measures required for the elimination of discrimination in all its forms and manifestations in the government service.

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
POLICY

RECRUITMENT
SCHOOLS

SELECTION
TEACHERS

ASDS/jbm



(Enclosure No. 1 to Division Memorandum No. ____ , s. 2022)

DIVISION SELECTION COMMITTEE

KINDERGARTEN/ELEMENTARY

Chairman: Marites Llanes - ASDS
Members: Dahlia Ballabo - PSDS
Diana M.Doldolea – 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
Rizalina M. Tuliao - PESPA

JUNIOR HIGH SCHOOL

Chairman: Marites Llanes - ASDS
Members: Gina Durian – Chief, SGOD
Noli Abrigo – EPS, **Focal Person**
Myrna Adduru - EPS
Randall Talamayan – EPS
Vissian Asuncion- EPS
Fidel Manuel - 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**
Billy Siddayao- EPS
Marlo Melad– 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. ____ s. 2022)

DIVISION TECHNICAL WORKING GROUP

KINDERGARTEN/ELEMENTARY

Committee Members	Position	Tasks
TEAM 1: Tug. East District		
Chairman: Arnold Quizzagan Members: Janette Dulin Rizalina M. Tuliao Grace Hermenegildo Analiza Talattad	PSDS PSDS P4 P3 P2	Conducts Interview and observe demo-teaching and specialized skills
Myrna Turingan Jaqueline Daguiiao Jay Loren Tabugay	P1 P II HT3	
Secretariat: Mary Ann Tamaray	EPSA	Data recorder
TEAM 2: Tug. North District		
Chairman: Visitacion Ligutan Members: Elmer Narag Evangeline Palejo Ophilia Pasicolan	PSDS PSDS P4 P2	Conducts Interview and observe demo-teaching and specialized skills
Janette Saquing Grace Nacman Milagros Quizzagan	P3 P2 P3	
Secretariat: Ernalyn Doca	T3	Data Recorder
TEAM 3: Tug. Northeast District		
Chairman: Diana Doldolea Members: Emely Tango Josephine Ballad Analyn Cauilan	PSDS P4 P 2 P 3	Conducts Interview and observe demo-teaching and specialized skills
Melba Diego Victor Taccad Cleofa Laureta	P1 P1 MT 1-OIC	



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Secretariat: Joan S. Cacacho	PDO	Data Recorder
TEAM 4: Tug. West District		
Chairman: Dahlia Ballabo Members: Vilma Darisan Susan Pagulayan Angel Guiquing	PSDS P 4 P 3 P2	Conducts Interview and observe demo-teaching and specialized skills
Junar Datul Mara Karla S. Macalan Jules Attaban Antonina Soriano	P 2 MT-1 OIC P 1 P 1	Computes/Reviews TOR and other supporting documents
Secretariat: Mara Karla Macalan	MT-1 OIC	Data recorder

JUNIOR AND SENIOR HIGH SCHOOL

English		
Chairman: Jessica Castaneda Members: Marilen Tappa Jonalyn Callueng	EPS Asst. School Principal P1	Conducts Interview , observes demo-teaching and evaluates specialized skills
Aileen Ibañez Marielle Macapia	SEPS T3	Computes/Reviews TOR and other supporting documents
Secretariat: Krysta Lynne Fuertes	PDO	Data recorder
Mathematics		
Chairman: Noli Abrigo Jr. Members: Marlo Melad Juaquina Birung	EPS PSDS HT6	Conducts Interview , observes demo-teaching and evaluates specialized skills
Gloria Luz Richard Romero Pilar Tumanguil Richard Cabalza	P2 MT1 HT MT1	Computes/Reviews TOR and other supporting documents
Secretariat: Jun Baggayan	T3	Data Recorder
Science:		
Chairman: Myrna Adduru Members: Carmen Acain Grace Macababbad	EPS P1 P2	Conducts Interview , observes demo-teaching and evaluates specialized skills



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Eduardo de la Rosa Rosechelle Cauilan Loreza Tumaguil Secretariat: Cheryl Roque	Department Heads P1 MT1 EPS M&E	Computes/Reviews TOR and other supporting documents Data Recorder
Filipino		
Chairman: Vissia Asuncion Members: Vilma Narag	EPS HT6	Conducts Interview , observes demo- teaching and evaluates specialized skills
Ludivina Suetos Vicky Addatu Secretariat: Willy Espartero	MT1 MT1 T3	Computes/Reviews TOR and other supporting documents
Araling Panlipunan/HUMSS		
Chairman: Billy Siddayao Members: John Benedict Asino Grace Mabasa	PSDS MT2 Asst. Principal II2	Conducts Interview , observes demo- teaching and evaluates specialized skills
Edmund Caronan Alejo Cambri, Jr. Margie Balunggaya Secretariat: Froilan Jeph Baculina	MT2-OIC MT1 EPSA	Computes/Reviews TOR and other supporting documents
Values Education		
Chairman: Catalina Tuppil Members: Marilou Desiderio Genaro Langcay Secretariat: Ma. Theresa Bautista	PSDS HT3 MT Librarian	Conducts Interview , observes demo- teaching and evaluates specialized skills Computes/Reviews TOR and other supporting documents
MAPEH		
Chairman: Randall Talamayan Members: Rocky Banatao Gemima Torino Sherwin Simangan Kier Vincent Dammay Secretariat: Ma. Theresa Bautista	EPS P2 T3 MT1 T3 Librarian	Conducts Interview , observes demo- teaching and evaluates specialized skills Computes/Reviews TOR and other supporting documents



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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	HT MT MT	Computes/Reviews TOR and other supporting documents
Secretariat: Kristine Lappay	EPS- HR	
RQA Consolidation Team:		
Chairmen: Jayson Babaran Marie Flor D. Maramag	ITO I	In-charge for the creation of system and consolidation of data
Members		
Mara Karla Macalan Krysta LynneFuertes Ernalyn Doca And all secretariat of the different TWGs (Mary Ann Tamaray, Froilan Jeph Baculina, et.al.)		



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