




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE  
Lagawe, Ifugao



Division Memorandum  
No. 08 s. 2018

To: All Public Schools District Supervisors  
Elementary and Secondary School Principals  
Head Teachers and Teachers-in-Charge  
This Division

From:   
FELIPE L. BALLITOC  
OIC - Schools Division Superintendent

Date: January 5, 2018

Subject: Assessment of Teacher 1 Positions for SY 2018-2019

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1. The regular recruitment and assessment process for Teacher 1 applicants for SY 2018-19, especially for new passers not included in the latest Teacher 1 assessment, is now open for interested applicants.
2. All PSDSs and school heads are enjoined to disseminate and inform all qualified applicants of the proper documents to be submitted and the procedure in applying pursuant to DepEd Order No. 50, s. 2016 (Hiring Guidelines for Teacher 1 Positions for Kinder, Elementary and Junior) and DepEd Order # 3, s. 2016 and DepEd Order 32, s. 2106 (Senior High School Teacher applicants)
3. Teacher applicants who are already in the 2017 assessment may upgrade their standing in the Registry of Qualified Applicants (RQA) in the areas of **Teaching Experience and Specialized Training**.
4. An applicant shall submit to the head of elementary or secondary school where a teacher shortage or vacancy exists, a written application, with the applicant number indicated, supported by the following documents:
  - a. CSC Form 212 (Revised 2005) 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 for Teachers (LET)/Professional Board Examination for Teachers (PBET).

- d. Certified copy of transcript of records
- e. Copies of service records, performance rating and school clearance for those with teaching experience.
- f. Certificates of specialized trainings for skills development related to implementing IPED.
- g. Certified copy of voter's ID/ or any proof of residency as deemed acceptable by the school screening committee.
- h. NBI clearance
- i. For applicants who by ethnicity belong to an ICC/IP community, a certificate or any ethnicity from the IP elders/leader
- j. Submit documents in four (4) sets.
- k. Indicate in your front folder if you are new or old applicant and your contact number.

Additional documents for Senior High Teacher applicants:

- l. OTR on additional units of specialized subjects in track/strand/subject being applied for
  - m. Transcript of records for Master's/Doctoral Degree
  - n. Teaching/Industry/Workplace Experience, if any
  - o. Certificates of specialized training
  - p. National Competency and TM certificates for TVL applicants
5. The following schedules shall be followed:
- a. Recruitment – Announcement and Receipt of Applications - January 4- February 2, 2018 at the school level.
  - b. Verification and Validation of Documents Submitted by the School Selection Committee – February 5-16, 2018.
  - c. Evaluation and Validation of documents of Qualified Applicants – February 19-21, 2018.
  - d. Submission of list of applicants with the corresponding documents to the Division Selection Committee – February 23, 2017.
  - e. Evaluation of Applicants by the Division Selection Committee – February 26 to March 31, 2018.
6. Immediate and wide dissemination of this memorandum is desired.