



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

May 2, 2022

DIVISION MEMORANDUM

No. 138 s. 2022

**CALL FOR APPLICATION, SCREENING AND EVALUATION OF TEACHER I
APPLICANTS IN ELEMENTARY AND SECONDARY FOR
SY 2022-2023**

TO: Assistant Schools Division Superintendent
CID & SGOD Chiefs
Education Program Supervisors
Unit/Section Heads
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
Human Resource Merit, Promotion and Selection Board
School Screening Committees (SSC)
All Others Concerned

1. In compliance with ORA-OHRA, DepEd Order No. 7, s. 2015 and DepEd Order No. 3, s. 2016, and in adherence to the principles of the OPEN RANKING SYSTEM, this Office hereby announces the call for application, screening, and evaluation of Teacher 1 applicants in Elementary and Secondary, in this Division, for SY 2022-2023.
2. Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are invited to apply.
3. The following are the application requirements to be submitted in **one (1) set only**, fastened in a clean folder and labeled **PERTINENT PAPERS FOR RANKING FOR TEACHER I**, specifying whether elementary or secondary, to the School Screening Committee (SSC):
 1. Application letter with Applicant's cellular phone number indicated, addressed to **LANI H. CERVANTES, CESO VI**, Schools Division Superintendent, Attention: CRISTA JOY A. TORBILA, PhD, CESE, PSB Chair/ Assistant Schools Division Superintendent;
 2. Notarized CSC Form 212 (Revised 2017);
 3. Certified copy of Transcript of Records (TOR);
 4. Authenticated PRC Professional ID Card;
 5. Authenticated PRC certification of LET rating;
 6. Certificates of Training Attended after graduating, if any;
 7. Certified copy of Service Record with Certificate of Employment, if any;
 8. Certified copy of Performance ratings for the last three (3) rating periods;
 9. Certified copy of Voter's ID (**for Elementary Teacher Applicants**);
 10. Certificates of specialized training, if any;
 11. Certified copy of National Certificate I and II Training, if any;

12. Certified copy of Trainers' Methodology Certificate, if any;
 13. Notarized Omnibus Certification of Authenticity and Veracity of all documents submitted, signed by the applicant.
4. Applicants shall submit their pertinent papers **in the school where they intend to apply**, and the SSC shall evaluate and verify the authenticity and completeness of the document submitted. For Junior High School and Senior High School applicants, SSC must check if the documents are aligned with their specializations. Pertinent papers shall be returned to the applicants after the evaluation and verification and must be stamped **complete and verified** by the SSC.
 5. SSC shall provide a shortlist of screened applicants and shall submit to the Human Resource Management Office (HRMO), this Schools Division.
 6. Applicants must bring their folder during their schedule for interview and demonstration teaching.
 7. The SSC shall refuse acceptance of any application beyond the deadline set by this Memorandum. The following schedule of activity shall be strictly observed.

Activities	Dates	Person/s in-Charge
1. Submission, screening, and acceptance of Applications	May 16, 2022 -June 16, 2022	School Screening Committee
2. Submission of shortlisted applicants to HRMO*.	June 20-24, 2022	School Screening Committee
3. Demonstration Teaching and Interview		
a. Elementary	July 4-8, 2022	Division Selection Committee
b. Junior High School	July 11-15, 2022	Division Selection Committee
c. Senior High School	July 18-22, 2022	Division Selection Committee
4. Consolidation of result	July 25, 2022	Division Selection Committee
5. Posting for Verification	July 26-29, 2022	Division Selection Committee
6. Administration of English Proficiency Test	August 1-12, 2022	M&E**

7. Posting of EPT result	August 15, 2022	M&E**
8. Posting of Registry of Qualified Applicants	August 15, 2022	Division Selection Committee

Legend:

* HRMO- Human Resource Management Office.

**M&E- Monitoring and Evaluation

8. Retention of Rating and Updating of Points shall be allowed only for those applicants who have applied for Ranking last 2021 and earned at least 70 points but were not hired/appointed. However, applicants are still encouraged to submit additional documents to update their scores. As such, applicants shall submit the same requirements to the Schools Screening Committee (SSC) but shall indicate in their application letter their previous rating and attached thereto a **Certificate of Rating** issued by Office of the Assistant Schools Division Superintendent/PSB Chair.
9. Immediate dissemination of and compliance with this Memorandum are directed.


LANI H. CERVANTES, CESO VI
 Schools Division Superintendent

RELEASED
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