

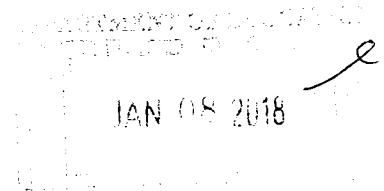


DIVISION MEMORANDUM
No. **010.2018**

January 8, 2018

SCHEDULE OF ACTIVITIES IN THE IMPLEMENTATION OF DEPED ORDER NO. 50, s. 2016 (Guidelines on the Hiring of Teacher I Positions in Schools Implementing Indigenous People Education Effective SY 2016-2017) and DEPED ORDER NO. 3, s. 2016 (Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective SY 2016-2017) based on the Reform Actions in Basic Education Sector Reform Agenda

**TO: Education Program Supervisors
Public Schools District Supervisors
School Principals and Head Teachers
All Concern**



1. In anticipation of the preparation for the Registry of Qualified Applicants (RQA) for School Year 2018-2019, hereunder is the schedule of activities in compliance with DepEd Order No. 50, s 2016 and DepEd Order No. 3, s. 2016 to wit:
 - a. January 8 to February 12, 2018—Filing of application with complete documents to the nearest elementary (for elementary teacher applicants) and secondary school for secondary Teacher applicants. Evaluation of documents shall be done by the School Screening Committee.
 - b. February 19, 2018 – Submission of complete documents to the Division Office with hard and soft copies (excel) of the District Initial RQA.
 - c. February 20-27, 2018—Interview, demonstration teaching and validation of specialized training and skills of applicants by the Division Selection Committee for Elementary and Junior High School Teacher applicants.
 - d. February 27 –March 02, 2018—Interview and demonstration teaching of applicants by the Division Selection Committee for Senior High School Teacher applicants.
 - e. March 03, 2018— Conduct of the English proficiency Test for **new applicants** at the venue to be announced later.
 - f. February 19-March 05, 2018 – Evaluation of documents of teacher applicants by the Division Selection Committee.
 - g. March 07-19, 2018—Posting of the RQA.
 - h. March 28, 2018—Submission of RQA to the Schools Division Superintendent by the Division Selection Committee, for approval.
2. In the preparation of the **Initial Registry of Qualified Applicants**, the School Screening Committee should compute the **General Weighted Average (GWA)** in excel and attach the computed result with the transcript of records.
3. Applicants listed in the **2017-2018 RQA (Registry of Qualified Applicants)** may opt to submit additional requirements or may carry their points in all the categories provided they will inform the committee, while those applicants with points below 70 will follow the procedures as stated in the said DepEd Order.
4. A testing fee of One Hundred Fifty Pesos (Php 150.00) shall be collected from each teacher-applicant to defray expenses for materials, food, honorarium and other incidental expenses incurred during the conduct of the test. Payment shall be collected at the Division Office Cashiering Section.
5. Immediate and wide dissemination of this memorandum is desired.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent