



DIVISION MEMORANDUM

No. **117**. 2016

SCHEDULE OF ACTIVITIES IN THE IMPLEMENTATION OF DEPED ORDER NO. 7, s. 2015 (Guidelines on the Hiring of Teacher I Positions based on the Reform Actions in Basic Education Sector Reform Agenda)

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

1. In anticipation of the preparation for the Registry of Qualified Applicants (RQA) for School Year 2016-2017, hereunder is the schedule of activities in compliance with DepEd Order No. 7, s 2015 to wit:
 - a. January 18 to February 19, 2016—Filing of application with complete documents to the nearest elementary or secondary school and evaluation of documents submitted by the School Screening Committee should follow strictly the guidelines.
 - b. February 29, 2016 – Submission of complete documents and list of applicants at the division office.
Note: For elementary submit at the district office for consolidation before it will be submitted at the division office.
 - c. March 1-13, 2016—Interview, demonstration and validation of specialized training and skills of applicants by the Division Selection Committee.
 - d. March 19, 2016— Conduct of the English proficiency Test at the Division Office.
 - e. March 21-23, 2016 – Evaluation of documents of teacher applicants by the Division Selection Committee.
 - f. March 28-31, 2016 — Finalization of the Initial Rank list of Qualified Applicants
 - g. April 4, 2016—Posting of the Initial RQA.
 - h. April 18-22, 2016—Review and Finalization of RQA by the Division Selection Committee.
 - i. April 25, 2016—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 GWA in excel and attach the computed result after the transcript of records.
3. A testing fee of One Hundred Pesos (Php 100.00) 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.
4. Immediate and wide dissemination of this memorandum is desired.

FEDERICO P. MARTIN, Ed.D., CESO VI
Officer In-charge
Office of the Schools Division Superintendent