



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet 2601



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January 10, 2019

Division Memorandum 16 s. 2018

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

JAN 15 2019

FROM: **MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

SUBJECT: **SCHEDULE OF ACTIVITIES IN THE IMPLEMENTATION OF DEPED ORDER NO. 50, s. 2016 (Guidelines on the Hiring of Teacher I Position 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**

1. In anticipation of the preparation for the Registry of Qualified applicants (RQA) for School Year 2019 – 2020, 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 15 to February 08, 2019** – Filing of application with complete documents to the nearest elementary school for elementary teacher applicants and secondary school for Junior and Senior High School teacher applicants.
  - b. **February 11 - 15, 2019** – Interview, demonstration teaching and validation of specialized training and skills of applicants shall be done by the School Screening Committee.
  - c. **February 17, 2019** – Conduct of the English Proficiency Test for new applicants at the venue to be announced later.
  - d. **February 18 - 22, 2019** – Finalization of the evaluated documents with corresponding points per criteria and consolidation at the district.
  - e. **February 26 - 28, 2019** – Submission of complete documents to the Division Office with hard and soft copies (excel) of the District Initial RQA.
  - f. **March 5 - 15, 2019** – Initial Posting of RQA
  - g. **March 22, 2019** – Submission of RQA to the Schools Division Superintendent by the Division Selection Committee, for approval.
2. Secondary LET passers may also apply for both Elementary Schools and Secondary Schools to be included in the RQA for both Elementary and Secondary Teacher Applicants.
3. 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.
4. Applicants listed in the 2018 – 2019 Registry of Qualified Applicants (RQA) may opt to submit additional requirements or may carry their points in all categories provided they will inform the committee and indicate it in their application letter while those applicants with points below 70 will follow the procedures as stated in the said DepEd Order.
5. Immediate and wide dissemination of this memorandum is desired.