



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BENGUET



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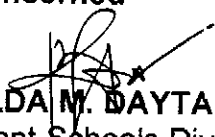
DIVISION MEMORANDUM No. 019 s. 2020

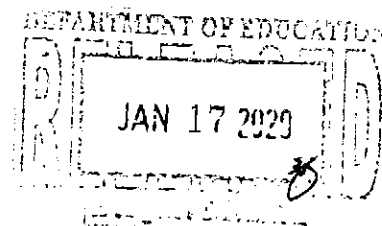
UNIT/SECTION:
ASDS OFFICE

Name of Office:
OSDS

January 15, 2020

To: Education Program Supervisors
Public Schools District Supervisors
School Principals and Head Teachers
All Concerned

From: 
BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OSDS- Office of the 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 ASDS OFFICE**

1. In anticipation of the preparation for the Registry of Qualified applicants (RQA) for School Year 2020 – 2021, 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 20 to February 10, 2020** – 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. Evaluation of documents shall be done by the school sub-committee. Documents should be arranged in a long folder as follows with **application letter**:
 1. CSC Form 212 (Revised 2017) in two copies with the latest passport size with full handwritten name tag and signature;
 2. Certified photocopy of unexpired PRC professional identification card or PRC certification showing the teacher's name, LET rating and other information recorded in the PRC Office;
 3. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET);
 4. Certified copy of transcript of records;
 5. Copies of service records, performance rating and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability;
 6. Certificates of specialized trainings, if any;



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7. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee or Certification from COMELEC that applicant is a bonafide resident of the barangay or municipality;
 8. NBI Clearance;
 9. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant and duly notarized.
- b. **February 27-28, 2020; March 2-6, 2020** – Interview, demonstration teaching and validation of specialized training and skills of applicants shall be done by the School Sub Committee.
 - c. **March 9-16, 2020** – Finalization of the evaluated documents with corresponding points per criteria and consolidation at the district.
 - d. **March 16, 2020** – Submission of complete documents to the Division Office with hard and soft copies (excel) of the District Initial RQA.
 - e. **March 25, 2020- April 6, 2020** – Initial Posting of RQA
 - f. **April 15, 2020** – Submission of RQA to the Schools Division Superintendent by the Division Selection Committee, for approval.
2. Secondary LET passers may also apply for Elementary, Junior High School and Senior High School to be included in the RQA for Teacher Applicants.
 3. In the preparation of the Initial Registry of Qualified Applicants, the School Sub 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 2019 – 2020 Registry of Qualified Applicants (RQA) may opt to submit additional requirements in all categories except for English Proficiency Test. 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.

asds/jsl2020