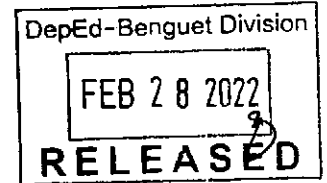




Republic of the Philippines
Department of Education
Schools Division of Benguet



DIVISION MEMORANDUM

February 28, 2022

No. 857 s. 2022

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
Coordinating School Heads
Elementary & Secondary School Heads

1. In anticipation of the preparation for the Registry of Qualified Applicants (RQA) for School Year 2022-2023, 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. March 1 to March 31, 2022—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.
 - CSC Form 212 (Revised 2017) in two copies with latest passport size with full handwritten name tag and signature;
 - 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;
 - Certified photocopy of rating obtained in the licensure Examination for teachers (LET)/ Professional Board Examination for Teachers (PBET);
 - Certified copy of transcript of records;
 - Certificate of General Weighted Average (GWA) from the institution you graduated for your baccalaureate;
 - 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;
 - Certificates of specialized training related to implementing IPED, if any;
 - Certified copy of the Voter's ID and/or proof of residency as deemed acceptable by the Screening Committee or Certification from COMELEC that applicant is a bonafide of the barangay or municipality;



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- F. May 16-20, 2022 – Evaluation of documents of teacher applicants by the Division Selection Committee.
- G. May 30-June 3, 2022 — Finalization of the Registry of Qualified Applicants.
- H. Final Posting of the RQA – June 7, 2022
- I. June 24, 2022—Submission of RQA to the Schools Division Superintendent by the Division Selection Committee, for approval.
2. All expenses incurred during the conduct of the said activity will be charged to Division MOOE subject to usual accounting and auditing rules and regulations.
3. Immediate dissemination of this memorandum is desired.

GLORIA B. BUYA-AO
Schools Division Superintendent

wcb/asds



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- NBI Clearance;
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicants and duly notarized.
- Additional for Senior High School
 - ✦ Letter of intent which shall indicate the following information:
 - a. Statement of purpose/expression of interest
 - b. Subject group he/she intended to teach
 - c. Preferred school(s), if any
 - ✦ Certified photocopy of certificate of relevant specialized training,
 - ✦ Certified photocopy of transcript of records with specialization in relevant strand/specialized subject
 - ✦ For TVL, Technical Education and Skills Development Authority (TESDA) National Certificate (NC of at least one level higher than course to be taught in subjects to be taught (e.g. NC-III in SMAW to teacher SMAW-NC-II) or same level if there is no NC level higher.
 - ✦ For TVL, Certificate photocopy of trainers Methodology Certificate (TMC)

Note: Assessment forms will be issued for the school and district committees to be utilized.

- B. April 4-8, 2022 – Submission of complete documents and hard and soft copies (excel) of the District office.
- C. April 11-29, 2022—Interview, demonstration and validation of specialized training and skills of applicants by the Division Selection Committee for Elementary, Junior High School and Senior High School applicants.
- D. April 13, 2022— Submission of finals of teacher applicants who take the English Proficiency Test at the Division Office to be submitted by the Public Schools District Supervisors or the Coordinating Principals.
Note: those teacher applicants who took the English Proficiency Test last October 2019 to June 11, 2021 is still valid.
- E. May 13-14, 2022 — Tentative schedule of the conduct of English proficiency Test for teacher applicants at the venue to be announced later.



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