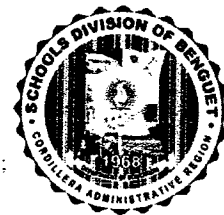




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
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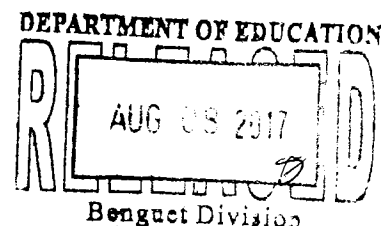


DIVISION MEMORANDUM

No. 158 . 2017

**2nd BATCH SCHEDULE OF ACTIVITIES FOR THE ASSESSMENT OF TEACHER POSITIONS
FOR KINDER/ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL POSITIONS
FOR THE SCHOOL YEAR 2017 – 2018**

TO : Chief Education Supervisors
Education Program Supervisors
School Heads of Senior High Schools
All Concern



1. Pursuant to DM – PFO – 2017 – 0856, dated July 20, 2017, re: “**Allocation of the 2nd Batch of New Teaching Positions for Kindergarten to Grade 12 for School Year (SY) 2017 – 2018**”, the identified beneficiaries will be assessed. Application for additional K to 12 teacher positions are open for assessment.
2. DepEd Order No. 3, s. 2016, DepEd 32, s. 2016 and DepEd Order 66, s. 2007 will be used as Hiring Guidelines for Senior High School Teacher Positions for Insider/Outsider applicants and DepEd Order No. 7, s. 2015 and DepEd Order No. 50, s. 2016 as Hiring Guidelines for Teacher I Positions.
3. The schedule of activities are hereby set:
 - a. **August 8 – 25, 2017** – Filing of application with complete documents to the school identified by the beneficiaries (Kinder/Elementary and JHS) and additional applicants for SHS teachers for initial evaluation by the School Screening Committee.
 - b. The Composition of the School Screening Committee, enclosed to Division Memorandum 33, s. 2017 shall be followed.
 - c. (To be announced) – Conduct of the English Proficiency Test c/o the Division Office.
 - d. **August 29, 2017** – Submission of complete documents of applicants and draft of the ranklist at the division office (in soft-excel and in hard copy) by the SSC.
 - e. **Sept. 4 – 8, 2017** – Interview (Behavioral Events Interview – BEI to be followed), observation of demonstration teaching and validation of specialized training and skills of applicants; Evaluation of documents of teacher applicants by the Division Selection Committee.
 - f. **Sept. 11 – 25, 2017** – Posting of the Initial RQA.
 - g. **Sept. 27, 2017** – Finalization of RQA by the Division Selection Committee.
 - h. **Sept. 29, 2017** – Submission of RQA to the Schools Division Superintendent by the Division Selection Committee for approval.
4. It is reiterated that Education shall be rated in terms of the applicant's academic achievement in his or her undergraduate studies. Thus, all subjects with corresponding units must be included in the computation. (Section VII – Evaluation Criteria and Computation of Points, No. 2 Education)
5. Applicants listed in the 2017 – 2018 (Registry of Qualified Applicants) 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. Those who applied earlier at the start of the calendar year have the option to update their documents.
6. Immediate and wide dissemination of this memorandum is desired.


MARIE B. CAROLYN VERANO, CESO VI
Schools Division Superintendent