



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 35, s. 2021

To: Assistant Schools Division Superintendents
Chiefs of CID and SGOD
Education Program Supervisors I
Public Schools District Supervisors
Principals In-charge of the District
Elementary and Secondary School Heads
All others concerned

FROM: **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent 

Subject: **Submission of Pertinent Documents of Teacher Applicants for School Year 2022-2023**

Date: January 25, 2022

1. This division announces the start of the ranking season for the school year 2022-2023. In view of this, all school heads, Public Schools District Supervisors (PSDSs)/Principals In-charge of the District (PICDs) are directed to inform all teacher applicants of respective barangay to submit their pertinent documents to the school screening committee on or before February 18, 2022.

2. New teacher applicants are to submit the documents enumerated in Attachment A, B, C to the school they intend to apply. However, old applicants are advised to submit documents for updating purposes only. They will NOT be required to undergo interview and demonstration teaching.

3. The remaining teacher-applicants in the 2021-2022 RQA may be included in the 2022-2023 provided that they submit the following:

- I. Letter of Intent in accordance with the SDO's Call of Application; and
- II. Updated credentials and application documents if any.

The points earned by the teacher applicants in the previous year's RQA may be honored, unless they have presented new documents to update their points

4. School heads are directed to constitute the School Screening Committee as provided in DepEd Order No. 7 series of 2015. The School Screening committee are to submit the documents to the District Screening Committee on February 21, 2022.

5. Applicants may opt to use the virtual platform or limited face-to-face demonstration teaching depending on the COVID-19 classification of the municipality where they are applying.

6. For the smooth and speedy conduct of the ranking process, the **District Screening Committee** is hereby constituted following the instructions specified herein, to wit:

- a. There shall only be one committee per municipality;
- b. The committee shall be headed by the most senior full-fledged Public Schools District Supervisor, refer to list attached labeled Attachment D;





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- c. Other supervisors of the district together with the PICDs shall act as co-chair/member of the committee. There shall be one (1) co chair for elementary and one (1) for secondary. School Heads may be assigned as co-chair in case there are no more PICDs that can be assigned within the municipality;
 - d. All school heads of elementary and secondary shall form part of the committee;
7. The District committee shall have the following responsibilities:
- a. Receive documents from the school screening committee;
 - b. Evaluate and review of all documents of the teacher applicants of their respective municipality;
 - c. Be responsible for the conduct of the demonstration teaching, interview and skills validation in its chosen platform or modality;
 - d. Submit consolidated evaluation results to the division screening committee on the set timeline using the on-line link;
 - e. Keep the documents of teacher applicants for future reference;
 - f. Assign host schools, one elementary and one secondary, for the conduct of the screening, evaluation of documents and other exercise of the committee;
 - g. Ensure a smooth and systematic flow of activities following the health and safety protocols;
 - h. Coordinate with the local IATF in the conduct of the above activities.
 - i. Instruct the host schools to prepare the venue for the teacher applicants', limited face-to-face demo teaching, written/virtual interview and skills validation;
 - j. Post the online QAME in all rooms;
 - k. Present the district result during the deliberation called for by the SDO team.
- l. School Heads and Public Schools District Supervisors (PSDSs)/Principals In-charge of the District (PICDs) must inform all teacher applicants of the activities to be undertaken in relation to teacher hiring and to register to the on-line link herein provided for their Division Unique Applicant Number.
- m. Perform other tasks that may be assigned together with the School Heads
8. The timeline for the different activities of the teacher selection process is attached hereto as Attachment 'E'
9. The Division Selection Committee shall likewise adhere to their roles and functions as stipulated in DO 7, s. 2015 and undertake monitoring, review and validation of District and School Screening to ensure that ratings/ points given are based on religious assessment of documents submitted.
10. SDO personnel assigned in all District Screening and Evaluation Centers are to report to their respective area/s of assignment as focal person and shall provide technical assistance on issues, concerns and challenges that will likely emerge during the exercise. List is attached hereto labeled Attachment 'F'.
11. The Division ITO shall lead in the creation, dissemination, monitoring and management of the on-line link/virtual platforms utilization in coordination with the assigned district ICT officers. The ITO shall also be responsible for generating the roster of teacher applicants for 2022-2023, electronic RQA and applicant's Division Unique Applicant Number (DUAN).
12. An online QAME will be conducted by the SGOD-SMME SEPS and EPS.





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13. Travel and other incidental expenses of all involved is chargeable to SDO/School MOOE funds and other local school funds.

14. Immediate and wide dissemination of the contents of this memorandum is desired.

Encl: as stated

Reference : DM-PHROD-2021-0091

DO No. 7 s. 2015

DO No. 50 s. 2016

DO No. 3 s. 2016

OASDSmdc/ Submission of Documents of Teacher Applicants for School Year 2022-2023/01252022

N-avigating
O-pportunities to
R-eengineer for
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E-mnowerment



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



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Attachment 'A'

**CHECKLIST OF DOCUMENTS FOR TEACHER I APPLICANTS FOR KINDERGARTEN,
 ELEMENTARY AND JUNIOR HIGH SCHOOL
 (DO No. 7, s. 2015)**

Instruction to the School Screening Committee: Please assess applicant's documents in their presence. This checklist should be submitted together with the applicant's documents to the District Screening Committee.

Name: (LN, FN, MI)		
BASIC REQUIREMENTS		REMARKS <i>Put a (/) mark if submitted and (x) if not submitted .</i>
✓ Letter of intent addressed to the Schools Division Superintendent		
✓ Personal Data Sheet (PDS)		
✓ Omnibus Certification		
Criteria	Required Documents/MOVs	
a. Education <i>*Additional requirements for Kindergarten and SPED applicants: must have obtained degrees or its equivalent stipulated in DO 7, s. 2015, p. 8 – 10</i>	<ul style="list-style-type: none"> • Authenticated Transcript of Records _____ • Certification of General Weighted Average (GWA) issued by the school, <i>if available</i> _____ 	
b. Teaching Experience	Certificate of Employment and/or Service Record	
c. LET/PBET Rating	Authenticated Certificate of Rating	
d. Specialized Training and Skills	Certificates of at least ten (10) days training Skills demonstration may be done later for the additional points.	
e. English Communication Skills	English Proficiency Test Result, <i>if taken from another Schools Division.</i>	

Assessed by School Screening Committee:

_____ Chair

_____ Member

_____ Member

_____ Member

_____ Member

Conforme: _____

Date: _____

(Signature Over Printed Name of Applicant)





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Attachment 'B'

CHECKLIST OF DOCUMENTS FOR TEACHER I APPLICANTS FOR IPED SCHOOLS
(DO No. 50, s. 2016)

Instruction to the School Screening Committee: Please assess applicant's documents in their presence. This checklist should be submitted together with the applicant's documents to the District Screening Committee.

Name: (LN, FN, MI)		
BASIC REQUIREMENTS		REMARKS <i>Put a (/) mark if submitted and (x) if not submitted .</i>
✓ Letter of Intent addressed to the Schools Division Superintendent		
✓ Personal Data Sheet (PDS)		
✓ Omnibus Certification		
Criteria	Required Documents/MOVs	
a. Education <i>*Additional requirements for Kindergarten and SPED applicants: must have obtained degrees or its equivalent stipulated in DO 7, s. 2015, p. 8 - 10</i>	<ul style="list-style-type: none"> • Authenticated Transcript of Records _____ • Certification of General Weighted Average (GWA) issued by the school, <i>if available</i> _____ 	
b. Teaching Experience	Certificate of Employment and/or Service Record	
c. LET/PBET Rating	Authenticated Certificate of Rating	
d. Specialized Training and Skills related to IPED	Any or all of the following: <ul style="list-style-type: none"> • Certificate as participant in a training directly related to IPED or MTB-MLE _____ • Certificate as Training facilitator for an activity related to IPED or MTB-MLE _____ • Certificate as Resource Person for a topic related to IPED or MTB-MLE _____ • Presentation of a Portfolio of Outputs in College or in earlier teaching experiences showing relevant and appropriated contextualization of lessons _____ 	

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 O-pportunities to
 R-eengineer for
 T-ransformation&
 R-ennowment



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 Tel No.: (065) 212-5843
 e-mail address: zn.division@deped.gov.ph



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	<ul style="list-style-type: none"> • Certificate or any form of attestation showing familiarity with and respect for the community's culture attested by the IP Customary Elders/leaders recognized by the community 	<p>_____</p>
<p>e. English Communication Skills</p>	<p>English Proficiency Test Result, <i>if taken from another Schools Division.</i></p>	

Assessed by School Screening Committee:

 Chair

 Member

 Member

 Member

 Member

Conforme: _____ Date: _____
 (Signature Over Printed Name of Applicant)





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Attachment 'C'

**CHECKLIST OF DOCUMENTS FOR SENIOR HIGH SCHOOL TEACHER-
 APPLICANTS
 (DO No. 3, s. 2016)**

Instruction to the School Screening Committee: Please assess applicant's documents in their presence. This checklist should be submitted together with the applicant's documents to the District Screening Committee.

Name: (LN, FN, MI)	
MANDATORY REQUIREMENTS (For Permanent and Part-Time Positions)	REMARKS <i>Put a (/) mark if submitted and (x) if not submitted .</i>
✓ Letter of intent addressed to the Schools Division Superintendent indicating the following information: a. Statement of Purpose/expression of interest b. Subject he/she intends to teach c. Preferred school, if any.	
✓ Personal Data Sheet (PDS) in 2 copies with the latest 2x2 picture	
✓ Certified copy of Voter's ID and/or any proof of residency	
✓ NBI Clearance	
✓ Omnibus Certification	
✓ For TVL Applicants: Certified Photocopy of TESDA National Certificates (NC) and/or Trainers Methodology Certificate (TMC)	
✓ For Arts and Design Sports: Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild	
✓ For HEI/TVI Faculty: Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI	
ADDITIONAL REQUIREMENTS	REMARKS <i>Put a (/) mark if submitted and (x) if not submitted .</i>
✓ Certified photocopy of Diploma on Bachelor's Degree	
✓ Certified photocopy of PRC ID Card/Certificate of Registration/License	
✓ Certified Photocopy of Ratings obtained in the LET/PBET	
✓ For Part-time Positions: Written approval from his/her head of unit if he/she is currently employed by the national or the local government unit	





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Criteria	Required Documents/MOVs	REMARKS Put a (/) mark if submitted and (x) if not submitted .
a. Education	<ul style="list-style-type: none"> Authenticated Transcript of Records Certification of General Weighted Average (GWA) issued by the school, <i>if available</i> 	<p>_____</p> <p>_____</p>
b. Teaching Experience	<ul style="list-style-type: none"> Certificate of Employment and/or Service Record Business Permit (if self-employed) 	<p>_____</p> <p>_____</p>
c. Specialized Training and Skills	Certificates of trainings, seminars, workshops, and symposia relevant to the (a) courses in the track/strand/subject applying for; and (b) for skills development in fields related to the work, duties and functions of a secondary school teacher	
e. English Communication Skills	English Proficiency Test Result, <i>if taken from another Schools Division.</i>	
f. Portfolio/Outstanding Accomplishments, if available	For CORE SUBJECTS, ACADEMIC and TVL Tracks, any or all of the following <ul style="list-style-type: none"> Published Work Recognized Innovations and Accomplishments in Research and Development Prizes, awards, recognitions, letters of commendation for theses or major academic papers, exemplary performance, work and academic project For ARTS and DESIGN, pls. refer to DO 3, s. 2016, p. 16	<p>_____</p> <p>_____</p> <p>_____</p>

Assessed by School Screening Committee:

_____ Chair _____ Member _____ Member

_____ Member _____ Member

Conforme: _____ Date: _____
(Signature Over Printed Name of Applicant)





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Attachment 'E'

2022-2023 Division Selection Committee Activities

DATE	ACTIVITY	PLATFORM	PERSONS RESPONSIBLE/ INVOLVED
FEBRUARY 2022			
11	DSC Meeting	Virtual	DSC Members and Assigned Secretariat
15	DSC Orientation	Virtual	Division Selection Committee, District Screening Committee, QAME Monitors, ITO
18	Submission of pertinent documents to the school screening committee	Onsite	School Screening Committee, Teacher Applicants
17	ICT Orientation	Virtual	Division ITO, District ICT Coordinators
21	Schools to submit teacher applicants' pertinent documents to the District Screening Committee	Onsite	District Screening Committee, School Head
22-23	Orientation of Teacher Applicants Elementary & JHS SHS	Virtual	DSC, Assigned Secretariat, Teacher Applicants, ITO
MARCH 2022			
8-11	Submission of video clips of demonstration teaching, lesson plan	On line	District Screening Committee, DICT, ITO
	Interview of applicants (Written Examination) and Skills Validation	On line	District Screening Committee, DICT, ITO
1-31	Document evaluation and review	On site	District Screening Committee
April 2022			
5	Submission of results to the Division Screening Committee	On line	Division Selection Committee, District Screening Committee, ITO, DICT
6-8	Consolidation of results, review and committee deliberation	On site	Division Selection Committee, ITO
15	Submission of RQA (Elementary, JHS, SHS)	On site	Division Selection Committee
TBA	DSC Post Evaluation Conference	TBA	Division Selection Committee, District Screening Committee, ITO, QAME Monitors

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Attachment D

COMPOSITION OF DISTRICT SCREENING COMMITTEE

Municipality	District Screening Committee Chair Elementary/ Secondary	Co-Chairs and Members (To be designated by District Screening Committee)
1. La Libertad	PSDS Nestor Lanit	<ul style="list-style-type: none"> ➤ 1 Co- Chair for Kindergarten and Elementary ➤ 1 Co-Chair for Junior HS and Senior HS ➤ Members are all Chairs of the School Screening Committee
2. Mutia	PSDS Josephine Crisostomo	
3. Pinan	PSDS Glenda Gudmalin	
4. Polanco	PSDS Antonina Gallo	
5. Rizal	PSDS Vivian Ricardo	
6. Sergio Osmena	PSDS Rey Teotimo Tambolero	
7. Sibutad	PSDS Reynaldo Magtuba	
8. Katipunan	PSDS Celsa Feras	
9. Manukan	PSDS Marilyn Tabarno	
10. Roxas	PSDS Benedicto Tomales	
11. Ponot	PSDS Remegio Luy	
12. Siayan	PSDS Melecio Asentista	
13. Sindangan	PSDS Bezer Crampatanta	
14. Bacungan	PSDS Roseller Murro	
15. Godod	PSDS Simlo Lomarda	
16. Kalawit	PSDS Elisar Gapol	
17. Liloy	PSDS Antonio Gumela	
18. Salug	PSDS Lecita Tubal	
19. Tampilisan	PSDS Elda Evangelista	
20. Baliguian	PSDS Arnold Dinglasa	
21. Gutalac	PSDS Danilo Alga	
22. Labason	PSDS Reynaldo Alcala	
23. Sibuco	PSDS Cris Christiane Tumpag	
24. Siocon	PSDS Araceli Tomboc	
25. Sirawai	PSDS Susan Felizarta	

