



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City, 7100



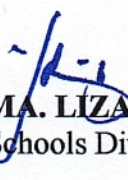
Tel No.: (065) 212-5843

e-mail address: zn.division@deped.gov.ph

DIVISION MEMORANDUM

No. 004, s. 2020

TO: Assistant Schools Division Superintendents
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Concerned

FROM:  **MA. LIZA R. TABILON, Ed D, CESO VI**
Schools Division Superintendent

SUBJECT: **RECRUITMENT AND SELECTION OF TEACHER APPLICANTS IN THE ELEMENTARY, SECONDARY AND SENIOR HIGH SCHOOL FOR SY 2020-2021**

DATE: January 6, 2020

1. The Schools Division of Zamboanga del Norte announces the schedule of activities for the Recruitment and Selection for Teacher 1 Positions as stipulated in DO No. 7, s, 2015 for the Elementary and Junior High School, DO No. 3, s. 2016 for the Senior High School and DO No. 50, s. 2016 for the IP teacher applicants.
2. An applicant shall submit to the head of elementary or secondary school where they intend to teach and/or a teacher shortage or vacancy (regular or natural) exists a **written application** addressed to the Schools Division Superintendent supported by complete documents provided in the aforementioned guidelines.
3. To be included in the Registry of Qualified Applicant (RQA), an applicant must obtain a score of 70 points and above.
4. Teacher applicants who are already in the RQA of the previous years will automatically be included in the 2020 RQA. They are required to submit written application addressed to the Schools Division Superintendent and may raise their scores by submitting recent documents. They will not be required to undergo demonstration teaching and interview.
5. Teacher applicants in the previous years who were not included in the RQA may also raise their scores by submitting additional documents and may opt to subject themselves for interview and demonstration teaching.



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6. For this purpose, the School Screening Committee and Division Selection Committee shall immediately assume their roles and functions as stipulated in DO No. 7, s. 2015 and reiterated in Division Memorandum No. 45, s. 2018.

7. The Division Selection Committee is composed of the following:

7.A. ELEMENTARY

Chairperson: Lourma I. Poculan - OIC, ASDS
 Members: Arcelita B. Zamoras - EPS
 Grace T. Dela Cruz - EPS
 Leynie Boy G. Bellino - EPS
 Policarpio T. Dionaldo - P-II, PESPA President
 ZNPSTEA Representative

7.B. SECONDARY

Chairperson: Ma. Judelyn J. Ramos - OIC-ASDS
 Members: Mickrel N. Duller - EPS
 Antonio R. Liao - EPS
 Fe G. Jebone - EPS
 Gerardo R. Montilla, Jr. - NASSPHIL President
 ZNSPTEA Representative

8. The timeline of the selection process is hereunder provided:

DATE	ACTIVITY
January 6 – February 7, 2020	- Announcement and acceptance of applications by school heads/TICs - Verification and validation of documents by the School Screening Committee
February 10 – 14, 2020	- Submission of list of applicants with home address and contact numbers - Submission of reports/data/validated documents
February 17 – March 6, 2020	- Demonstration teaching and interview of applicants by Congressional District
March 9 - April 10, 2020	- Review and Deliberation of results
April 13 – April 30, 2020	- Preparation of Registry of Qualified Applicants (RQA)



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	<ul style="list-style-type: none">- Submission of RQA to the Schools Division Superintendent for approval- Posting of RQA- Submission of RQA to LGU, DepEd Regional and Central Offices
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9. To ensure adherence to the principle of merit and fitness, objectivity and uniformity in evaluation and strengthening of the selection process for teaching personnel in the Division, the School Screening and Division Selection Committees are directed to strictly abide by the guidelines stipulated in the aforementioned DepEd Orders and in the provisions of Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) i.e. publication and posting of vacant positions in at least three (3) conspicuous places for a period of at least 10 calendar days.

10. Public Schools District Supervisors, and Elementary and Secondary School Heads who will be tapped by the Division Selection Committee to assist in this activity shall be on official travel only on the schedule wherein their services are needed.

11. Travel and other incidental expenses incurred by the Division Selection Committees and Public Schools District Supervisors (PSDSs) will be charged against division funds while that of the School Heads will be charged against their local funds subject to the usual accounting and auditing rules and regulations.

12. Attached is the schedule and venue for the teaching demonstration and interview.

13. For widest dissemination and guidance

References:

DepEd Order No. 7, s.2015

DepEd Order No. 3, s. 2016

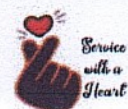
DepEd Order No. 50, s. 2016

Division Memorandum No. 45, s. 2018

2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)



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Enclosure No. 1 to Division Memo _____, s. 2020

Schedule of Demonstration Teaching and Interview for Elementary

CONGRESSIONAL DISTRICT 1		
DATE	VENUE	DISTRICTS
February 17, 2020	POLANCO CENTRAL SCHOOL Polanco, ZN	Sergio Osmena I and II, Sibutad, Mutia
February 18, 2020		La Libertad, Pinan, Polanco I and II
CONGRESSIONAL DISTRICT 2		
February 19, 2020	SINDANGAN PILOT Demonstration School, Sindangan, ZN	Katipunan I and II, Roxas I and II, Manukan I and II, Siayan
February 20, 2020		Ponot, Sindangan North, Sindangan South, Sindangan Central
CONGRESSIONAL DISTRICT 3		
February 26, 2020	LILY CENTRAL SCHOOL Liloy, ZN	Sibuco, Siocon, Sirawai, Baliguian, Kalawit
February 27, 2020		Gutalac I and II, Labason, Tampilisan, Godod
February 28, 2020		Salug I and II, Liloy I and II, Bacungan

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Enclosure No. 2 to Division Memo _____, s. 2020

Schedule of Demonstration Teaching and Interview for Secondary

CONGRESSIONAL DISTRICT 1		
DATE	VENUE	DISTRICTS
February 17, 2020	POLANCO NATIONAL HIGH SCHOOL Polanco, ZN	Junior HS Applicants (1 st Congressional District)
February 18, 2020		Senior HS Applicants (1 st Congressional District)
CONGRESSIONAL DISTRICT 2		
February 19, 2020	SINDANGAN NATIONAL HIGH SCHOOL Sindangan, ZN	Junior HS Applicants of Katipunan I and II, Roxas I and II, Manukan I and II
February 20, 2020		Junior HS Applicants of Ponot, Sindangan North, Sindangan South, Sindangan Central, Siayan
February 21, 2020		Senior HS Applicants (2 nd Congressional District)
CONGRESSIONAL DISTRICT 3		
February 26, 2020	LILLOY NATIONAL HIGH SCHOOL Liloy, ZN	Junior HS Applicants of Sibuco, Siocon, Sirawai, Gutalac I and II, Labason
February 27, 2020		Junior HS Applicants of Liloy I and II, Salug I and II, Bacungan, Kalawit, Tampilisan, Godod, Baliguian
February 28, 2020		Senior HS Applicants (3 rd Congressional District)



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