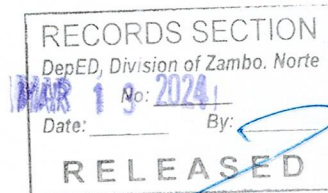




Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

March 13, 2024

Division Memorandum

No. 174, s. 2024

**RANKING GUIDELINES ON THE SELECTION, RECRUITMENT AND RANKING
OF REGULAR MADRASAH EDUCATION PROGRAM (MEP) AND ALS-ALIVE
TEACHER APPLICANTS**

TO: Public Schools District Supervisors
Principals In-Charge of the Districts
Elementary and Secondary School Heads
Cluster MEP Heads
District MEP Coordinators
All Others Concerned

1. Pursuant to **DepEd Order No. 41, s. 2017 section V, B.4 Teachers or Asaatidz**, strongly stresses on the qualifications of regular Madrasah Education Program (MEP) and ALS-ALIVE Teachers which states that, **"The systematic selection, hiring, deployment, career pathing, and continuing professional development of Madrasah Education teachers or asatidz must be conducted through the Schools Division Office (SDO)"**.
2. Recognizing the critical roles of MEP and ALS-ALIVE teachers in the successful implementation of the culture-sensitive Madrasah Education Program (MEP) and ALIVE in ALS program, this office underscores the need to strengthen the hiring and deployment of qualified muslim teachers/applicants who are in the **Registry of Qualified Applicants (RQA)** of this division to support the objectives of the said programs.
3. Enclosures 1, 2, 3 and 4 of this memorandum are the hiring guidelines of the selection, recruitment and ranking of regular MEP and ALS-ALIVE teachers, ranking list, division and district Ranking Forms.
4. For more information and inquires, all concerned may contact **Yusoph A. Dauh, EPS II-ALS/Division MEP Focal Person** on Mobile Number **09355134291** or through email address: yusoph.dauh001@deped.gov.ph.
5. Widest dissemination of this memorandum is desired.

For the Schools Division Superintendent:

RAYMOND M. SALVADOR CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

Encl: As Stated

Reference/s: PD 1083/RA 10533/DO 047, s.2017/DO 025, s. 2021

YAD/Hiring Guidelines for Regular MEP Teachers/CID-MEP/DM004-2024/03132024



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: www.depedzn.net



Republic of the Philippines

Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 1 to Division Memorandum No. 174 s. 2024

HIRING GUIDELINES FOR THE SELECTION, RECRUITMENT AND RANKING OF REGULAR MADRASAH EDUCATION PROGRAM (MEP) AND ALS-ALIVE TEACHERS

I. RATIONALE

Pursuant to the 1987 Philippine Constitution, and **Republic Act (RA) 10533**, or the **Enhanced Basic Education Act of 2013**, basic education shall be made “learner-oriented and responsive to the needs, cognitive and cultural capacity, the circumstances and diversity of learners, schools, and communities”. And in accordance with **Presidential Decree (PD) 1083**, or the Code of Muslim laws of the Philippines, which provides that “the State shall consider the customs, traditions, beliefs and interests of national cultural communities in the formulation and implementation of state policies”. It shall also recognize the purposes and aspirations of learners for their personal development and participation in national development.

Pursuant to **DepEd Order No. 30, s. 2012** and **DepEd Order No. 41, 2017**, strongly stress on the qualifications of Muslim applicants or Asaatidz in terms of training and development in order to ensure quality standard implementation of the Madrasah Education Program hiring and deployment. Standard of procedures shall be applied and followed in which transparency is given utmost importance.

The selection, recruitment and ranking are patterned after the selection process set by DepED. However, additional criteria should be taken into consideration to cater to the Muslim applicants or Asaatidz need of the public elementary schools or in the community learning context to ensure quality implementation of the programs in the division.

II. DEFINITION OF TERMS

For purposes of this memorandum, the following terms are defined as follows:

- a. **Accelerated Teacher Education Program (ATEP)** is a customized course approved by the Commission on Higher Education (CHED) and Professional Regulation Commission (PRC) to be delivered by HEI partners. Through this program, the MEP teachers deployed in public schools may earn a teacher degree and take the Licensure Examination for Teachers (LET).
- b. **ALIVE** refers to Arabic Language and Islamic Values Education. It is a program implemented in public schools which aims to provide additional subjects on Arabic Language and Islamic Values in the regular basic education curriculum.
- c. **ALIVE in ALS Program** refers to the program that implements the ALIVE component in the Alternative Learning System (ALS) program.



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

- d. **ALS-ALIVE Teacher** refers to Regular and Contractual teacher who handled both regular ALS and ALIVE in ALS programs for Muslim and Non-Muslim Out-of School children, youths and adults.
- e. **ADMF** refers to Alternate Division MEP Focal Person.
- f. **Asaatidz** is the plural form of the Arabic word “ustadz”, a term that refers to male teacher and “ustadzah”, a term that refers to female teacher. This is the general Arabic term for teachers historically or traditionally used in most Filipino Muslim communities.
- g. **COS MEP Teacher** refers to contract in service ustadz or ustadza who handled ALIVE classes.
- h. **CMH** refers to Cluster MEP Head.
- i. **Language Enhancement and Pedagogy (LEaP)** is a training prototype which serves as a capacity building and induction program for MEP teachers.
- j. **LIS** refer to Learner Information System. It is an online facility that provides for the registration of learners enrolled in schools.
- k. **Madaaris** is the plural form of the Arabic word “madrasah” which means school.
- l. **MEP Coordinator** refers to School Head and Teacher who are designated as coordinators at cluster districts, district, and school levels to oversee the MEP implementation.
- m. **MEP** refers to Madrasah Education Program. It is a comprehensive program in public and private schools that aims to provide appropriate and relevant educational opportunities within the context of Muslim culture, customs, traditions, and interests through the integration of the ALIVE in the basic education curriculum.
- n. **MEP Teacher** refer to Regular and Contractual teacher who handled ALIVE classes.
- o. **QEALIS** refers to Qualifying Examination in Arabic Language and Islamic Studies. It is an examination administered by the Bureau of Education Assessment (BEA) to individuals applying to be MEP teacher. It is the entry-level requirement for MEP teacher.
- p. **Regular MEP Teacher** refers to permanent position in Deped who handled ALIVE classes.



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

- q. **REMC** refers to Refined Elementary Madrasah Curriculum. A curriculum developed and implemented specifically for ALIVE classes in public elementary school

III. STANDARD CRITERIA FOR SELECTION

By selection, the program refers to the process of choosing qualified Asaatidz based on the standard criteria. Recruitment on the other hand, refers to the process of selecting the most qualified among Asaatidz applicants for deployment based on school needs.

CRITERIA	INDICATORS	REMARKS
Islamic Education	Order of Priority Kulliyah (College Graduate) Kulliyah Mutawassit (Junior College), Thanawi (High School Graduate), Idadi (Elementary Intermediate Graduate) and Ibtidaiya (Elementary Primary Level)	Top priority is given to Kulliyah graduate and least priority to Thanawi graduate . Those with Thanawi Mutawassit, Idadi and Ibtidaiya diploma should have more teaching experience in Arabic Language
Teaching Experience	At least with a one (1) year experience in DepEd Accredited Private madrasah, Traditional Madrasah, Locally-Recognized ustadz/ustadza or member of any Ulama (Muslim Scholars) council	Those with Arabic Language diploma should have more teaching experience in Arabic and proficient in Arabic and English languages. Actual teaching experience provides background in the teaching-learning continuum. The target of the MEP is real qualified MEP teacher/Ustadz/Ustadza not pseudo-teacher .
QEALIS	The muslim applicant who passed the QEALIS are given preference	Qualifying Examination for Arabic Language and Islamic Studies (QEALIS) passer will be given preference for the regular MEP/ALS-ALIVE teacher slot. If the teacher applicant is not a QEALIS passer at least a LET Passer



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Specialized Training and Skills	At least with 3 days specialized training and skills in Arabic Language	Applicants with Language Enhancement and Pedagogy (LEAP) training and Asaatidz who are education graduates or undergone Accelerated Teachers Education Program (ATEP) equivalent to BEE degree should be considered. Participated in any specialized training and skills in Arabic Language
Oral Interview and Written Examination (Essay Type)	Applicants shall be interviewed on topics such as: Professional experience Instructional Materials Technology/computer skills Classroom discipline and management Knowledge of content/materials Planning skills Relationship with administration, staff, parents, and students Personal qualities	The District MEP Screening Committee (DsMSC) shall interview and conduct a written examination (Essay Type) for Arabic and English language applicants to ensure that all have equal opportunities to be assessed. Applicants should be Arabic speakers and are knowledgeable enough about the Islamic context and values. Part of the interview will be the declaration of the applicant that they are not an affiliate or supportive of any extremist group and has nothing to do with any radical movement.
Demonstration Teaching for ALIVE subjects	The Demonstration Teaching is designed specifically for the MEP and ALS-ALIVE teaching positions the applicants are applying for.	Applicants are expected to demonstrate knowledge and skill in integrating Islamic knowledge, culture, and Arabic skills into the teaching-learning process appropriate to the age, maturity, and grade of the Muslim learners to be handled.
Personal Health	Physically and mentally healthy (requires a medical certification and neuro-psychiatric test , if possible)	Healthy disposition helps MEP /ALS-ALIVE teacher go through rigors of daily classroom teaching.
Residency	Local resident	Preference should be given to qualified muslim applicant/Ustadz/Ustadza residing in the area.



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

IV. APPLICATION PROCESS AND REQUIREMENTS

1. New applicants shall submit to the PSDS/PICD or the school head of the elementary where a teacher shortage or vacancy (regular and/ or natural) exists, supported by the following documents:
 - a. Application letter shall be submitted specifying the school or district they are applying to.
 - b. CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture.
 - c. Certified photocopy of Certificate of Rating (COR) obtained in the Qualifying Examination for Arabic Language and Islamic Studies –QEALIS (if available).
 - d. Certified copy of Permanent Records/Transcript of Records for both Islamic and secular education.
 - e. Copies of certificate of employment and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
 - f. Certified photocopy of Islamic and secular education certificates of specialized trainings and skills trainings, seminars and if any.
 - g. Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the District MEP/ALS-ALIVE Screening Committee.
 - h. Barangay, Police and NBI clearance (if possible).
 - i. Medical certificate and Neuro-psychiatric test (if possible).
 - j. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
2. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity (Item 1.j above). Any violation shall automatically disqualify the applicant from the selection process.

V. RECRUITMENT AND RANKING PROCESS

1. The Schools Divisions Superintendent (SDS) shall issue a Memorandum organizing and designating the members of the following committees:

Division MEP/ALS-ALIVE Selection Committee (DMASC)
District MEP/ALS-ALIVE Screening Committee (DsMASC)

2. The District MEP Screening Committee (DsMASC) shall have the following compositions and functions:

The Committee at the elementary level shall be chaired by the Public Schools District Supervisor or Principal In Charge of the District with the District MEP Coordinator, MEP Implementing School Head, Master or Senior Teacher, and MEP teacher or any Arabic literate as members. The District MEP Screening Committee (DsMSC) shall have the following compositions and functions:



Republic of the Philippines

Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Chairperson: Public Schools District Supervisor/PICD
Co-Chairperson: District MEP Coordinator (MEP)
District ALS Coordinator (ALS-ALIVE)
Members: MEP Implementing School head
Master/Senior Teacher
MEP Teacher or Aleem (Muslim Scholar)

3. The District MEP Screening Committee (DsMASC) shall determine the number of Arabic Language and Islamic Values Education (ALIVE) classes with minimal population of at least 15-40 muslim learners to be organized and the number of MEP/ALS-ALIVE teachers to recruit based on the result of the school mapping, prospect ALS-ALIVE mapped learners and needs analysis conducted. (DO No. 25, s. 2021)
4. The documents submitted by the applicants shall be evaluated by the DsMASC based on the criteria set (refer to Selection and Recruitment criteria). In cases where documents are in Arabic, an Arabic Linguist or Aleem (muslim scholar) should be invited beforehand to assist in the evaluation of the documents.
5. In case of a large number of applicants, short-listing will be resorted to. Only the highly qualified applicant will be recommended to the next process – the interview and written examination. Results of the short-listing will be prepared by the committee and will be posted in strategic places in the division.
6. Based on the documents analysis and result of the interview and written examination, the committee will now rank the applicants utilizing the Ranking Form for the selection of Asaatidz. (see the attached Ranking Form for the Selection of Regular MEP/ALS-ALIVE Teacher)
7. The Schedule of the oral interview, written examination and demonstration teaching, a vital component of the ranking process, shall be set by the committee. The oral interview and demonstration teaching will be conducted to determine the applicant's listing and speaking skills in both English and Arabic as well as to assess his/her personality, dispositions and potential in teaching Arabic. The written examination (Essay Type) on the other hand will help the committee in determining the writing skills of the applicant in Arabic and English as well as in evaluating his/her creative, reflective and critical thinking skills. The DsMSC shall construct at least 3 High-Order Thinking Skill (HOTS) questions for both Arabic and English for the written examination.
8. A rank list will be prepared and duly-signed by all the committee members. This rank list will be utilized by the Division MEP Focal/EPISA to submit to the Division Inclusive Education supervisor and Chief of the Curriculum Implementation Division in the deployment of MEP/ALS-ALIVE teachers in identified schools or district.
9. A deployment order will be prepared by the Human Resource Management Officer (HRMO). The SDS will sign the deployment order which the applicant will



Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

present to the principal of the identified school copy furnished to the District Office.

10. The newly-hired MEP/ALS-ALIVE Teacher will undergo an orientation on the rules and policies of the DepEd, as well as the expectation of the school and community. The orientation will be conducted by the District or School MEP/ALS-ALIVE Coordinator and School Head.
11. Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the Office of the School Head for records purposes.
12. Anent this, the teachers/applicants who obtained the highest rating during the conduct of the ranking and selection process and meet the requirements will be given and designated as **Regular MEP/ALS-ALIVE Teacher** to fill up vacant teaching positions as per stipulated in **DepEd Order No. 41, s. 2017** and DepEd Order 25, s. 2021.

VI. EVALUATION AND SELECTION PROCEDURE AND CRITERIA

1. Applicants shall be evaluated using the following criteria:

CRITERIA	POINTS
Registry Qualified Applicant (RQA) Score	20
QEALIS Rating	20
Islamic Education	10
Teaching Experience in Arabic	10
Specialized Training and Skills for Arabic	10
Interview & Written Examination (Arabic & English)	20
Demonstration Teaching for ALIVE subjects	10
TOTAL	100

2. The Division MEP Screening Committee (DMASC) shall have the following compositions and functions:
3. The Division MEP Screening Committee (DMASC) shall be chaired by the Assistant Schools Division Superintendent, Chief of Curriculum Implementation Division as the Co-Chairperson, with the Division IE Supervisor, Division MEP Focal and Human Resource Management Officer as members. The Division Screening Committee (DSC) shall have the following compositions and functions:



Republic of the Philippines

Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Chairperson:

Co-Chairperson:

Members:

Assistant Schools Division Superintendent

Chief, Curriculum Implementation Division

Division Inclusive Education Supervisor

Division MEP Focal

Human Resource Management Officer (HRMO)

4. Receives from the District MEP Screening Committee (DsMASC) the list of applicants with the corresponding documents.
5. Verifies the documents submitted by the District MEP/ALS-ALIVE Screening Committee (DsMASC) as to completeness, accuracy, authenticity, and veracity.
6. Evaluates applicants on Education, Teaching Experience, Interview and Written Examination, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines.
7. Reviews and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.
8. Sends to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair.
9. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations, to the SDS for approval.



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 2 to Division Memorandum No. 174 s. 2024

DISTRICT LEVEL RANKING FORM FOR REGULAR MEP/ALS-ALIVE TEACHER

NAME: _____ SCORE: _____
ADDRESS : _____ CP NO.: _____

CRITERIA	MAXIMUM POINTS	POINTS
Registry Qualified Applicant (RQA) Score (20 points)	20	
QEALIS Rating (20 points)	20	
Islamic Education (10 points)		
Kuliyah (College Graduate) – 10 points Kuliyah Mutawassit (Junior College) – 8 points Thanawi (High School Graduate) – 6 points Idadi (Elementary Intermediate Level) – 4 points Ibtidaiya (Elementary Primary Level) – 2 points	10	
TEACHING EXPERIENCE IN ARABIC (10 points)		
9 years and over teaching experience – 10 points 7-8 years teaching experience – 8 points 5-6 years teaching experience – 6 points 3-4 years teaching experience – 4 points 1-2 years teaching experience – 2 points	10	
SPECIALIZED TRAINING & SKILLS FOR ARABIC (10 points)		
International Level - 10 points National Level – 8 points Regional Level – 6 points Division Level – 4 points District Level – 2 points School Level – 1 point	10	
INTERVIEW & WRITTEN EXAMINATION (20 points)		
Oral Interview (10 points)		
English – 5 points Arabic – 5 points	10	
Written Examination- Essay Type (10 points)		
English – 5 points Arabic – 5 points	10	
DEMONSTRATION TEACHING FOR ALIVE/ALIVE IN ALS LESSONS (10 points)	10	
TOTAL POINTS	100	



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

DISTRICT MEP/ALS-ALIVE SCREENING COMMITTEE (DsMASC)

CERTIFIED CORRECT:

MEP Teacher/Aleem
Member

Master/ALS Teacher
Member

MEP Implementing School Head
Member

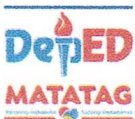
NOTED:

District MEP/ALS Coordinator
Co-Chairman

NOTED:

Public Schools District Supervisor/Principal In-Charge of the District
Chairman

YAD/ Ranking Form for Selection



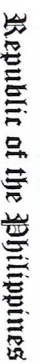
Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: www.depedzn.net



REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 3 to Division Memorandum No. 174 s. 2024

**RANKING LIST OF APPLICANTS FOR REGULAR MEP/ALS-ALIVE TEACHER
FOR SCHOOL YEAR _____**

[illegible]

DISTRICT MEP/ALS-LIVE SCREENING COMMITTEE (DSMASC)

CERTIFIED CORRECT:

Master/ALS Teacher
MemberMEP Implementing School Head
Member

NOTED:

PSDS/PICD
Chairman

Tel. No.: (065) 212-5843
Website: www.dedepdn.net





Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 4 to Division Memorandum No. 129 s. 2024

**RANKING LIST OF APPLICANTS FOR REGULAR MEP/ALS-ALIVE TEACHER
FOR SCHOOL YEAR _____**

[illegible]

CERTIFIED CORRECT:

YUSOPH A. DAUH

LEYNIE BOY G. BELLINO EDD

ZYHRINE P. MAYORMITA EDD

MARYLYNNE B. BAYRON

EPS II-ALS/Div MEP Focal

Division IE Focal

Chief, CID

Recommending Approval:

Approved:

RAYMOND M. SALVADOR CESO VI

Assistant Schools Division Superintendent

ROY C. TUBALLA EMD, JD, CESO V

Schools Division Superintendent



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (0665) 212-5843

Email: zn.division@deped.gov.ph

Website: www.depedzn.net

FB: DepEd Tayo- Schools Division of Zamboanga del Norte