




Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OF IFUGAO
 Lagawe



Division Memorandum

No. **23** s. 2016

To: All Public Schools District Supervisors
 Secondary School Principals,
 Head Teachers and Teachers-in-Charge
 This Division

From:  GERALDINE B. GAWI, Ed. D.
 OIC, Office of the ASDS

Date: February 12, 2016

Subject: Evaluation of Senior High School (SHS) Teacher Applicants for SY 2016-2017

1. The Department of Education (DepEd) issued DepEd Order No. 3, s. 2016, Hiring Guidelines for Senior high School (SHS) Teaching Positions Effective School Year 2016-2017, which aims to clearly define the application, selection and appointment process of SHS teachers as well as to establish professional standards and evaluation criteria which will ensure that highly competent individuals with the appropriate qualifications and specializations are hired to teach in Senior High Schools.
2. Applicants shall register to the Department's on line system at application.deped.gov.ph and submit a written application, supported by the following documentary requirements to the Schools Division Office of Ifugao (SDO) or school head of the SHS where a teacher shortage or vacancy exists:

	Applicants for Permanent Position	Applicants for Part-Time Positions
Additional Requirements	<ul style="list-style-type: none"> ● Certified photocopy of Diploma on Bachelor's degree ● Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject. ● Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license. 	<ul style="list-style-type: none"> ● Written approval from his/her head of unit if he/she is currently employed by the national government unit.

	<ul style="list-style-type: none"> ● Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
Additional requirements for TVL teacher-applicants	<ul style="list-style-type: none"> ● Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC II) or same level if there is no NC higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)
Additional requirements for TVL teacher-applicants	<ul style="list-style-type: none"> ● Certified photocopy of Trainers Methodology Certificate (TMC), if available
Additional requirements for Arts and Design and Sports teacher-applicants	<ul style="list-style-type: none"> ● Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild.
Additional requirements for HEI/TVI faculty	<ul style="list-style-type: none"> ● Certified photocopy of certification of Status of Employment/Service Record from HEI/TVI

3. Academic personnel applicants for HEIs must present a Certificate of Service Rendered and of Good Standing from his or her previous employer with the information listed below, if available.
 - a. Employer's name
 - b. Job title
 - c. Duration of service rendered by the applicant employee.
4. Applicants shall submit 5 sets of documents to the Division Office on or before February 23, 2016 at 5:00 PM.
5. Immediate and wide dissemination of this memorandum is desired.