



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE  
Lagawe, Ifugao



Division Memorandum  
No. 08 s. 2016

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

From: SALLY B. ULLALIM, CESO V  
Schools Division Superintendent

Date: January 4, 2017

Subject: Assessment of Teacher 1 Positions for SY 2017-2018

---

1. The regular recruitment and assessment process for Teacher 1 applicants for SY 2017-18, especially for new passers not included in the latest Teacher 1 assessment, is now open for interested applicants.
2. All PSDSs and school heads are enjoined to disseminate and inform all qualified applicants of the proper documents to be submitted and the procedure in applying pursuant to DepEd Order No. 7, s. 2015 (Hiring Guidelines for Teacher 1 Positions Effective School Year 2015-2016)
3. Teacher applicants who are already in the 2016 assessment may upgrade their standing in the Registry of Qualified Applicants (RQA) in the areas of **Teaching Experience and Specialized Training**.
4. An applicant shall submit to the head of elementary or secondary school where a teacher shortage or vacancy exists, a written application, with the applicant number indicated, supported by the following documents:
  - a. CSC Form 212 (Revised 2005) in two copies with the latest 2 x 2 ID picture.
  - b. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating and other information recorded in the PRC Office.
  - c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET).

- d. Certified copy of transcript of records
- e. Copies of service records, performance rating and school clearance for those with teaching experience.
- f. Certificates of specialized trainings.
- g. Certified copy of voter's ID/ or any proof of residency as deemed acceptable by the school screening committee.
- h. NBI clearance
- i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
- j. Submit documents in four (4) sets.

5. The following schedules shall be followed:

- a. Recruitment – Announcement and Receipt of Applications - January 4-February 1, 2017.
- b. Verification and Validation of Documents Submitted by the School Selection Committee – February 2-15, 2017.
- c. Evaluation and Selection of Qualified Applicants – February 13-17, 2017.
- d. Submission of list of applicants with the corresponding documents to the Division Selection Committee for the Elementary and Junior HS – February 24, 2017.
- e. Evaluation of Applicants by the Division Selection Committee – February 27 to March 31, 2017.

6. Immediate and wide dissemination of this memorandum is desired.