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



Division Memorandum

No. 166 s. 2016

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

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

Date: September 2, 2016

Subject: Evaluation of Senior High School (SHS) Teacher Applicants for the Second Semester, 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
Mandatory Requirements	<ul style="list-style-type: none">● Letter of intent which shall indicate the following information:<ul style="list-style-type: none">a. statement of purpose/expression of interestb. subject group he/she intends to teachc. preferred school(s), if any● CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID Picture	

	<ul style="list-style-type: none"> • Certified photocopy of certificates of relevant specialized trainings, if any. • Certified copy of Voter's ID/and or any proof of residency • National Bureau of Investigation (NBI) clearance • Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant 	
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. • Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET) 	<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.
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 4 sets of documents to the Division Office on or before September 23, 2016 at 5:00 PM.
5. Immediate and wide dissemination of this memorandum is desired.