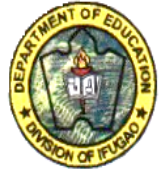




Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF IFUGAO**  
 Lagawe



Division Memorandum  
 No. 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: May 16, 2016

Subject: Submission of application of new applicants and additional documents for old 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. Qualified applicants to submit additional documents are those in the RQA (SY 2016-17) for Senior High School whose rating is below 69.
3. For new applicants, they shall register to the Department's on line system at [application.deped.gov.ph](http://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:

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

|  |  |
|--|--|
| Additional requirements for <b>TVL</b> teacher-applicants                        | <ul style="list-style-type: none"> <li>● Certified photocopy of Trainers Methodology Certificate (TMC), if available</li> </ul>  |
| Additional requirements for <b>Arts and Design and Sports</b> teacher-applicants | <ul style="list-style-type: none"> <li>● Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild.</li> </ul> |
| Additional requirements for <b>HEI/TVI faculty</b>                               | <ul style="list-style-type: none"> <li>● Certified photocopy of certification of Status of Employment/Service Record from HEI/TVI</li> </ul>   |

4. Academic personnel applicants from 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.
  
5. New applicants shall submit 4 sets of documents while the old applicants may submit 1 set of additional documents to the Division Office on or before May 27, 2016 at 5:00 PM.
  
6. Attached is a copy of Senior High School Teacher Groupings for your reference. Please indicate what grouping are you applying for.
  
7. Immediate and wide dissemination of this memorandum is desired.

## SHS Teacher Groupings

### I. Humanities and Social Sciences

#### I-A

1. Oral Communication
2. Reading and Writing
3. English for Academic and Professional Purposes
4. Practical Research 1

#### I-B

1. Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino
2. Pagbasa at Pagsusuri ng iba't ibang Teksto sa Pananaliksik
3. Pagsulat sa Filipino sa Piling Larangan

| Teacher Groups for SHS |   |
|------------------------|---|
| Group I                | Humanities and Social Sciences and Related Subject Groups                         |
| Group II               | Accountancy, Business and Management  |
| Group III              | Science, Technology, Engineering and Mathematics                                  |
| Group IV               | Technical-Vocational and Livelihood   |
| Group V                | Sports, P.E. and Health, Personal Development                                     |
| Group VI               | Arts and Design   |
| I-C.1                  | 1. 21 <sup>st</sup> Century Literature from the Philippines and the World         |
|                        | 2. Contemporary Philippine Arts from the Region                                   |
|                        | 3. Understanding Culture, Society and Politics                                    |
|                        | 4. Introduction to the Philosophy of the Human Person                             |
| I-C.2                  | 1. Applied Economics (GAS)  |
|                        | 2. Soc. Sci. 1 (GAS)  |
|                        | 3. Disaster Readiness and Risk Reduction (GAS)                                    |
|                        | 4. Entrepreneurship   |
|                        | 5. Practical Research 1   |
| I-C.3                  | 1. Creative Writing (HUMSS)   |
|                        | 2. Creative Nonfiction (HUMSS)  |
|                        | 3. Disciplines and Ideas in the Social Science (HUMSS)                            |
|                        | 4. Disciplines and Ideas in the Applied Social Science (HUMSS)                    |
|                        | 5. Entrepreneurship   |
| I-C.4                  | 1. Community Engagement, Social Participation and Citizenship (HUMSS)             |
|                        | 2. World Religion and Belief Systems (HUMSS)                                      |
|                        | 3. Trends, Networks and Critical Thinking in the 21 <sup>st</sup> Century (HUMSS) |
|                        | 4. Entrepreneurship   |
|                        | 5. Practical Research 1   |
| I-D                    | 1. Media and Information Literacy   |
|                        | 2. Empowerment Technologies for Strand (A)  |
|                        | 3. Practical Research 2   |
|                        | 4. Entrepreneurship   |
|                        | 5. Practical Research 1   |

II. ABM

|      |   |
|------|---|
| II-A | 1. Business Math  |
|      | 2. Business Ethics and Responsibilities                   |
|      | 3. Organization and Management                            |
|      | 4. Principles of Marketing                                |
|      | 5. Entrepreneurship                                       |
| II-B | 1. Fundamentals of Accountancy, Business and Management 1 |
|      | 2. Fundamentals of Accountancy, Business and Management 2 |
|      | 3. Business Finance                                       |
|      | 4. Applied Economics                                      |
|      | 5. Entrepreneurship                                       |

III. STEM

|       |                               |
|-------|-------------------------------|
| III-A | 1. General Mathematics        |
|       | 2. Statistics and Probability |
|       | 3. Pre-Calculus               |
|       | 4. Basic Calculus             |
|       | 5. Entrepreneurship           |

|       |   |
|-------|---|
| III-B | 1. Earth Science                                |
|       | 2. Earth and Life Science                       |
|       | 3. Physical Science                             |
|       | 4. Disaster Readiness and Risk Reduction (STEM) |
|       | 5. Entrepreneurship                             |

|       |  |
|-------|--|
| III-C |  |
|       |  |
|       |  |
|       |  |
|       |  |

IV. TVL

|      |                                 |
|------|---------------------------------|
| IV-A | Specialized TVL/Agri-Fisheries  |
| IV-B | Specialized TVL/Industrial Arts |
| IV-C | Specialized TVL/ICT             |
| IV-D | Specialized TVL/Home Economics  |

V. SPORTS (Physical Education and Health, Personal Development and Specialized Subjects)

VI. ARTS and DESIGN

| SUBJECTS | CORE | APPLIED | SPECIALIZED |
|----------|------|---------|-------------|
| TOTAL    | 15   | 7       | 9           |

The Proposed Grades 11 and 12 will have 31 80-hour subjects, totaling 2,480 hours.

| 31 Total Subjects |                           |                           |
|-------------------|---------------------------|---------------------------|
| 15 Core Subjects  | 16 Track Subjects         |                           |
|                   | 7 Contextualized Subjects | 9 Specialization Subjects |