

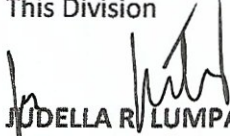


DIVISION MEMORANDUM

No. 019 S. 2020

DATE: January 17, 2020

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
ALL CHIEF EDUCATION SUPERVISOR
ALL DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
This Division

FROM: 
JUDELLA R. LUMPAS, Ed.D., CESO VI
OIC Schools Division Superintendent

SUBJECT: **SCHEDULE OF ACTIVITIES FOR SCREENING AND RECRUITMENT OF ELEM. JUNIOR AND SENIOR HIGH SCHOOL TEACHER APPLICANT PER D.O. NO.7 S 2015 and D.O. 3, S 2016.**

In accordance with DepEd Orders 7 s 2015 and 3 s 2016 and in preparation for the release of the 2019 Vacant Teacher Elementary, Junior and SHS Items to ensure smooth flow of the conduct of the screening and selection of New Teachers this division following shall be strictly observed.

Schedule	Activities/Committee Responsible
January 20 – Feb. 20, 2020	<u>School Selection Committee</u> <ul style="list-style-type: none">a) Receives all applications and documents of Teacher I applicants.b) Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents.c) Makes copies of the applications and documents before submitting the original submission to the Division Selection Committee.
February 20, 2020	<ul style="list-style-type: none">❖ Advise all applicants of the schedules. Submits the list of applicants with the corresponding documents to the Division Selection Committees for elementary or secondary schools.
February 24, 2020	<u>Division Selection Committee</u> <ul style="list-style-type: none">a) Receives from the School Screening Committee the list of applicants with the corresponding documentsb) Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.c) Evaluates applicants based on Education, Teaching Experience, LET/PBET Rating, Experiential Learning Course and Specialized Training and Skills
March 1, 2020 (Tentative Schedule)	Administration of the English Proficiency Test Venue: Naval National High School Larrazabal, Naval, Biliran
February 27-28, 2020	<ul style="list-style-type: none">a) Conducts interviewsb) Observes and rates demonstration teaching of applicants
March 5-7, 2020	<ul style="list-style-type: none">a. Reviews and consolidates, for check-and-balance purposes, the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.
March 10, 2020	<ul style="list-style-type: none">b. Prepares separate division-wide RQAs for Kindergarten, Elementary, and Secondary.
March 11, 2020	Submits the complete results of the evaluation of applicants including pertinent records of deliberation to the Schools Division Superintendent
March 14, 2020	Posting of the RQA

This Memorandum supersedes all previous Memoranda inconsistent hereto.

For guidance and strict compliance.