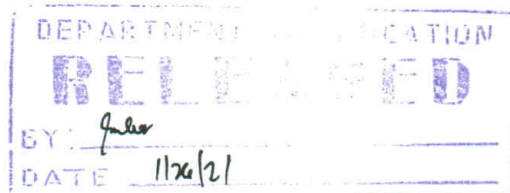




Republic of the Philippines  
Department of Education  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF ISABELA



**DIVISION MEMORANDUM**

No. 3, s. 2021

January 26, 2021

**DIVISION ASSESSMENT FOR THE TEACHER 1 POSITION  
FOR THE SCHOOL YEAR 2021-2022**

**TO:** Assistant Schools Division Superintendents  
LD Coordinators  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/Districts In-Charge  
School Heads, Public Elementary and Secondary  
All Others Concerned  
(This Division)

1. The Schools Division Office of Isabela hereby announces the conduct of the Division Assessment for Teacher 1 position for the School Year 2021-2022. Per DepEd Order No 7, s. 2015 re Hiring Guidelines for Teacher 1 Positions Effective School Year 2015-2016, as stipulated on item 8.10, the validity of the Registry of Qualified Applicants (RQA) is only for one year; thus, this Division assessment.
2. In view hereof, this Office synchronizes mechanism through unified scheduling of activities as shown below:

Activity	Date	Persons Involved	Desired Output
Reconstitution of Division Selection Committee and Sub-Committee	February 1, 2021	SDS, ASDSs, LD Coordinators	Reconstituted Division Selection Committee and Sub-Committee
Organization of Schools/Districts Screening Committee	February 2-3, 2021	PSDSs/Dis, School Heads	School Screening Committee and District Screening Committee (Submit through Google Sheet provided)



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Virtual Orientation of PSDSs/DICs and School Heads LD in-Charge: 1 – ASDS Edna P. Abuan, PhD 2 – ASDS Dante J. Marcelo, PhD 3 – Jackielyn L. Ramos, PhD 4 – Adonis C. Ceperez, PhD 5 – Arturo Nool Jr, PhD 6 – Jesus D. Antonio, PhD	February 4, 2021	ASDS, LD Coordinators, PSDS/PICs, School Heads	Oriented PSDSs/DICs and School Heads
District Orientation of Teacher Applicants	February 5, 2021	PSDSs/DICs, School Heads, Teacher Applicants	Oriented Teacher Applicants
Submission and acceptance of Pertinent Documents of the applicants to the School Heads	February 7 to February 17, 2021	School Heads, PSDS/PICs, SSC	Teacher applicant portfolio attaching all required documents
On-line registration of teacher applicants in the Google form sheets after submission of documents to the school head of the choice school	February 7 to February 17, 2021	School Heads, PSDS/PICs, SSC	Registered Teacher Applicants in the Google sheet for referencing and monitoring
Pre-assessment of the submitted pertinent documents by the School Screening Committee	February 22-26, 2021	School Heads, PSDS/PICs, SSC	Applicants Individual Summary Sheet
Submission of the pre-assessed documents including a summary of the assessed teacher-applicants by the SSC to the HRMPSB c/o Division Sub-Committee (PSDS/PICs)	March 1, 2021	School Heads, PSDS/PICs, SSC	Individual Summary Sheet Consolidation
Conduct of Demonstration Teaching and Skills Validation and Interview	March 2 -5, 2021	Division Sib-Committee (PSDS/PICs)	Completion of the Individual Summary Sheet including consolidation
Conduct of the EPT	TBA	BEA/ SDO SMME	Conducted EPT
Final Review, consolidation, and finalization of points	March 8-12, 2021	Division Sub-Committee (PSDS/PICs)	Reviewed consolidated Individual summary sheets of all applicants



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Summary of rating submission to Division HRMPSB through the Secretariat	March 15-19, 2021	Division Sub-Committee (PSDS/PICs), HRMPSB	Received consolidated summary of Individual Scores
Final Consolidation of the RQA / Non-RQA result	March 22-April 7, 2021	Division Committee HRMPSB	Encoded and finalized RQA/Non-RQA list
Approval of the RQA/Non-RQA by the SDS	April 12, 2021	Division Committee HRMPSB, ASDS	Approved RQA/Non-RQA list
Publication of the RQA/ Non-RQA	April 13, 2021	SDO-ITO	Uploading of RQA/Non-RQA list
Distribution of Individual Certificate of Rating	April 14-16, 2021	HRMPSB	Certificate of Rating distribution

3. Each interested qualified applicant is required to prepare his/her letter of intent addressed to the **OIC-Schools Division Superintendent, Attention: School Head**, together with the supporting documents shown below. The said documents shall be submitted to the Principal of the applicant's preferred school. The applicant must prepare three (3) sets – one original and two photocopies.
4. To have a uniform arrangement of the submitted documents, *follow the suggested order with ear tab*:
  - a. CSC Form 212 (Revised 2017) in two copies with the latest 2×2 ID picture.
  - b. Certified photocopy of PRC Professional Identification card
  - c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teachers
  - d. Certified copy of the transcript of records. The applicant must compute his/her respective general weighted average (GWA) using the electronic GWA computation format to be downloaded through this link, [tinyurl.com/APPLICANTFORMS3](http://tinyurl.com/APPLICANTFORMS3). Print and submit a hardcopy. Copies of service record, performance rating, and school clearance for those with teaching experience
  - e. Certificates of specialized training, if any
  - f. Certified copy of the Voter's ID and or any proof of residency as deemed acceptable by the School Screening Committee
  - g. NBI clearance
  - h. Omnibus certification of authenticity and all documents submitted, signed by the applicant



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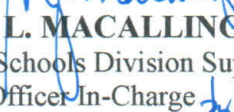


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5. This Office strongly recommends that teacher applicants shall follow their respective PRC License in his/her application.
6. With the present health and safety protocols experiencing brought by this COVID-19, this Office may accept letter of intent addressed to the OIC-Schools Division Superintendent to retain previous earned scores from the RQA SY 2020-2021. Any additional documents which were not included in the previous assessment such as additional experiences and among others may be submitted to the School Screening Committee for proper validation and evaluation.
7. Demonstration Teaching, Skills Validation, and Interview shall be done in the applicants' respective schools where they applied with. However, it is strongly advised that each applicant has its own schedule assigned by the District Division Sub-Committee. Strict compliance of IATF health safety protocol is strongly recommended.
8. The **School Screening Committee** shall be created and performed desired functions as defined in the DepEd Memorandum accordingly. Submit to this Office the organized SSC composition on or before **February 3, 2021**. Also, the following SSC functions will be considered, to wit:
  - a. Verify the completeness, veracity, accuracy, and authenticity of documents submitted by the teacher applicants;
  - b. Compare the original document and the submitted photocopies. *Make certification that the photocopy jibes with the original, including entries in the GWA;* and
  - c. Submit/forward the photocopy with the certification to the SDO Attention: HRMPSB through the Records Section on or before February 7, 2020. The other photocopy will serve as a file for the School Screening Committee while **the original copies** to be kept by the applicant for emergency reference during the assessment proper.
6. All Expenses incurred to this activity shall be charged against the SDO HRDD fund while travelling expenses of the concerned personnel will be charged against their respective school local funds subject to usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is highly desired.

  
**MADELYN L. MACALLING, PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

References:

DepEd Order No. 7, s. 2015  
 DepEd Order No. 3, s. 2016  
 DepEd Order No. 32, s. 2016  
 DepEd Order No. 50 s. 2016



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