



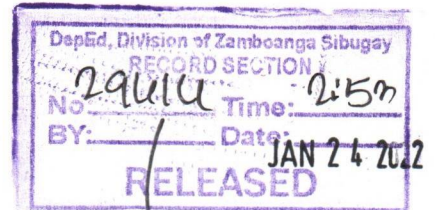
Republic of the Philippines
Department of Education
 REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

January 20, 2022

DIVISION MEMORANDUM
 NO. 019, s. 2022

**RECRUITMENT AND EVALUATION OF KINDERGARTEN, IPED, ELEMENTARY, JHS & SHS
 TEACHER APPLICANTS FOR SY 2022-2023**

To : **OIC – Asst. Schools Division Superintendent**
Chief Education Supervisors
Public Schools District Supervisors/District in-Charge
Division HRMPSB
Division Sub Committees
School Screening Committees
School Heads
Teachers Applicants
All Others Concerned
 This Division



1. DepEd Zamboanga Sibugay announces the opening of application and selection processes for IPED, Kindergarten to Grade 10 and Senior High School Teacher position for School Year 2022-2023.
2. DepEd Order No. 7 s. 2015 re: Hiring Guidelines for Teacher I Positions, DepEd Order No. 50 s. 2016 re: Hiring Guidelines for Teacher I Positions in Schools Implementing Indigenous Peoples Education and DepEd No. 3 s. 2016 re: Hiring Guidelines for Senior High School Teaching Positions shall still be adopted pending issuance rescinding or amending these DepEd Orders. As such, everyone is reminded to give utmost attention on the following provisions, to wit:
 - a) All applicants shall register at the Division online system which is <https://bit.ly/3r3nerw> where they must encode their personal details and select the School and District they want to be ranked on or before **February 28, 2022**.
 - b) Submission of complete and pertinent application folders as prescribed in item #5.2 of the hiring guidelines (DepEd Order 7 s. 2015) shall be strictly followed. The following are the schedules of the different recruitment phases:

Timeline	Activity
February 28, 2022	Deadline for the submission of application to the Head of the school applied for. The school shall issue certification to each applicant in regard to the completeness, veracity, accuracy and the authenticity of the documents. Elementary (Regular)– GREEN Folder Elementary (Kinder) – BLUE Folder Elementary (IPED) – BROWN Folder Junior High School – RED Folder Senior High School – YELLOW Folder
March 1, 2022	Last day of submission of all pertinent documents from the school to the District Office for Elementary and to the Designated Selection Head for Secondary
March 2-4, 2022	Orientation of Teacher Applicants
March 7, 2022	Submission of List of Applicants by the Public Schools District Supervisors/District in-Charge to the Schools Division Office
March 8 – 25, 2022	Evaluation of applicants based on Education, Teaching Experience, LET/PBET Rating, Specialized Training and Skills and Conduct of Interview and Demonstration Teaching <i>Note: Districts may proceed with the usual face-to-face process of interview, demonstration teaching minimum health protocols or implement other modalities using Microsoft Teams, Google Meet as recommended in the OUA Memorandum 00-0420-0042.</i>



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April 8, 2022	Submission of initial rank list (containing scores in Education, Teaching, Experience, LET/PBET Rating, Specialized Training and Skills and Conduct of Interview and Demonstration Teaching) by CES Principal and to the Division Selection Committee
April 2022 (Tentative Schedule)	Conduct of English Proficiency Test

- c) The Division Sub Committee/District Selection Committee shall be composed as follows:
 Chairman: Public Schools District Supervisor/District in-Charge
 Members: Nine Members (9) clustered into three for interview, demonstration teaching and evaluation of documents.
 Secretariat: Administrative Officer II or Non-Teaching Staff in the District
 - d) The panelists are requested to use the guidelines stipulated in DepEd Order No. 7, s. 2015, DepEd Order No. 50 s. 2016 and DepEd Order No. 3, s. 2016.
 - e) There shall be one Registry of Qualified Applicant per District for Elementary (Regular and Kindergarten) and Secondary.
 - f) District/School with insufficient number of school heads as members of the committee shall get Head Teacher (HT) or Master Teacher (MT) as members to complete the composition.
3. The cut off score for inclusion in the Registry of Qualified Applicants (RQA) is **70 points. Only those who will obtain 70 and above will be included in the RQA.**
 4. Applicants from prior years shall submit a letter of intent and may opt to submit themselves for interview, demonstration teaching, provide creditable documents, take EPT or maintain their previous points in these items in the computation of their final rating.
 5. The result of the English Proficiency Test (EPT) shall be valid for **two years** from the time of the test administration.
 6. All concerned applicants are encouraged to refer to DepEd Order No. 7, s. 2015, DepEd Order No. 50 s. 2016 and DepEd Order No. 3, s. 2016 for more information and guidance.
 7. Immediate and widest dissemination of this memorandum is highly enjoined.


DR. JEANELYN A. ALEMAN, CESO VI
 OIC – Schools Division Superintendent

ZS-DM-OSDS-PER-2022-01-008-0
 RRAR-20220120

Encl: As stated

Reference: DepEd Order No. 7 s. 2015
 DepEd Order No. 50 s. 2016
 DepEd Order No. 3 s. 2016

To be indicated in the Perpetual Index under the following subjects:
 RECRUITMENT and EVALUATION TEACHER APPLICANTS
 REGISTRY OF QUALIFIED APPLICANTS SCHEDULE



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