



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY  
*PARTIDA ELEMENTARY SCHOOL*

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January 27, 2020

**SCHOOL MEMORANDUM**


No. 005 s. 2020

**GUIDELINES AND SCHEDULE OF APPLICATION AND SELECTION PROCESSES  
FOR TEACHING POSITION FOR SY 2020-2021**

To: All Advisers  
Grade Leaders  
Subject and Non Academic Coordinators  
All Others Concerned

1. Relative to the hiring of Kindergarten, Elementary and Junior High School (JHS) and Senior High School (SHS) teachers for regular public schools, this Office announces the guidelines and schedule of application and selection processes for K to 12 teaching positions for S.Y. 2020-2021.
2. The guidelines stipulated in the DepEd Order No. 7 s 2015 shall **be strictly** followed.
3. As stated under 4.4.4 of DepEd Order No. 7, s. 2015, "teachers who have not practiced their professions for the past five (5) years shall be required to take at least twelve (12) units of education courses, consisting of at least six (6) units of pedagogy and six (6) units of context courses".
4. In submitting the documents of applicants to the School Screening Committee (SSC), the following guidelines shall be observed:
  - a. All documents must be in long-sized folder, properly fastened on top. Use of folder with slide or clearbook is discouraged. To facilitate processing of documents, there shall be a color scheme for folders for specific track/level.  
Kindergarten – WHITE  
ELEMENTARY – RED
  - b. Individual folders should be marked / stamped "RECEIVED" with date and signature of SSC/receiver.
  - c. Documents must be properly indexed and organized according to the arrangement in the checklist. Checklist must not be altered and must be placed on top of the documents.

- d. Upon submission of the SSC to the SDO-Records Section, folders of applicants should be in bundle per school with the List of Applicants on top containing the following details:
- i. name of Applicant
  - ii. complete address (residency for the last 6 months indicated in the PDS, Voter's ID or other proof of residency)
  - iii. contact number/s
5. The following is **the School Screening Committee (SSC) of Partida Elementary School for S.Y. 2020-2021:**
- CHAIRPERSON:** Carolyn W. Oliveros
- MEMBERS:** Ma. Oliva DC. Gemao  
Maribel GC. Celso  
Jackielyn D. Canoja  
Mary Jane G. Loma
6. Enclosed are the following:
- a. Shedule of Application and Selection Processes for Teaching Positions for SY 2020-2021
  - b. Checklist of Documents for Kindergarten, Elementary and Junior High School Teacher Applicants
7. Immediate and wide dissemination of this Memorandum is highly desired.

  
**CAROLYN W. OLIVEROS**  
Principal

Reference:  
DepEd Order No. 7, s. 2015  
Division Memorandum No. 25, s. 2020