



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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**Office of the Principal**

March 19, 2021

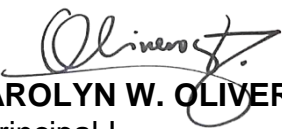
**SCHOOL MEMORANDUM**

No. 9, s. 2021

To: School Screening Committee  
Teacher Applicant

**APPLICATION AND SELECTION PROCESSES FOR TEACHING POSITIONS FOR SY 2021-2021 AND INTERIM PROTOCOLS IN VIEW OF THE COVID 19-SITUATION**

1. Relative to the hiring of Kindergarten and Elementary teachers for public schools, and in reference to Schools Division Memorandum No. 91, s. 2021 from the Schools Division Office of San Jose del Monte City, so as not to humper the recruitment, selection, and placement (RSP) for School Year (SY) 2021-2022 in view of COVID-19 situation, this Office announce the guidelines and schedule of application and selection processes.
2. The guidelines stipulated in Deped Order No 7, s. 2015 and DepEd Order No. 9, s. 2016 shall be followed.
3. Attached is the Schools Division Memorandum No. 91, s. 2021 for information, guidance and compliance.
4. Wide dissemination of this memorandum is earnestly desired.

  
**CAROLYN W. OLIVEROS**  
Principal I



**Address:** Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
**Official Email Add:** [162507.sjdmc@deped.gov.ph](mailto:162507.sjdmc@deped.gov.ph)  
**Contact Number:** 0917-500-5966 (call only)



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March 1, 2021

SCHOOLS DIVISION MEMORANDUM  
No. **091**, s. 2021

To : SDO Personnel  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

DepEd SDO SJDMC  
**RELEASED**

**MAR 09 2021**

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Records Section

**APPLICATION AND SELECTION PROCESSES FOR TEACHING POSITIONS FOR SY 2021-2022  
AND INTERIM STRATEGIES AND PROTOCOLS IN VIEW OF THE COVID-19 SITUATION**

1. Relative to the hiring of Kindergarten, Elementary, Junior High School (JHS) and Senior High School (SHS) teachers for public schools, and in reference to Memorandum DM-PHROD-2021-0091 from the Office of the Undersecretary Jesus L.R. Mateo, so as not to hamper the recruitment, selection, and placement (RSP) for School Year (SY) 2021-2022 in view of COVID-19 situation, this Office announces the guidelines and schedule of application and selection processes.
2. The guidelines stipulated in the following DepEd Orders shall be followed:
  - a. for Kindergarten, Elementary and JHS Teacher I Positions – DepEd Order No. 7, s. 2015 and DepEd Order No. 9, s. 2016
  - b. for SHS Teaching positions – DepEd Order Nos. 3, 27, 32 and 49, s. 2016 and DepEd Order No. 51, s. 2017. However, for SHS applicants who are already teaching in DepEd either in elementary or JHS – DepEd Order No. 66, s. 2007 on the "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" shall apply, except for "Part III. Computation of Points" of said DepEd Order wherein "Part VII. Evaluation, Criteria and Computation of Points" of DepEd Order No. 3, s. 2016 shall apply instead.
3. As stated under Section 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	Junior HS – BLUE	Senior HS Academic – ORANGE
Elementary – RED	Senior HS TVL – YELLOW	Senior HS Sports – GREEN
  - 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 should not be altered and must be placed on top of documents.



Address: San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan  
Telephone No.: (044)307-3614 • Website: [depedcsjdm.weebly.com](http://depedcsjdm.weebly.com)  
Email Address: [sanjosedelmonte.city@deped.gov.ph](mailto:sanjosedelmonte.city@deped.gov.ph)



Address: Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan  
Official Email Add: [162507.sjdmcd@deped.gov.ph](mailto:162507.sjdmcd@deped.gov.ph)  
Contact Number: 0917-500-5966 (call only)



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- d. Upon submission of the SSC to the SDO, 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
  - e. A Secretariat shall be designated to receive the bundle of folders at the SDO to check the completeness of the documents contained in each folder based on the checklist before it will be received at the SDO-Records Section.
5. In observance of the quarantine guidelines and health protocols, mandatory temperature check, health declaration, strict social distancing, wearing face masks and shields shall be implemented in receiving and validating hard copies of applications. The schools/SDO shall designate a separate area and provide disinfecting supplies (e.g. alcohol, hand sanitizer, etc.) where teacher-applicants may be accommodated.
  6. Pursuant to the RA No. 8792 or the E-Commerce Act of 2000 which provides that "electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference," online submission of electronic copies of the application documents may be allowed subject to the submission of the hard copies upon request for purposes of verification.
  7. As indicated in DM-PHROD-2021-0091, SDOs under GCQ and MGCQ areas may proceed with the usual face-to-face process of interview, demonstration teaching, and deliberations, provided that stringent social distancing measures are strictly observed. However, SDOs are not precluded from adopting a combination of face-to-face and alternative platforms.
  8. To expedite the recruitment and selection process as well as to augment the number of applicants in light of the COVID-19 situation, SY 2020-2021 RQA may be considered, provided that remaining applicants shall express their intent to apply in SY 2021-2022 by submitting the following:
    - Letter of Intent in accordance with the SDO's Call for Applications; and
    - Updated credentials and application documents, if any.The points earned by the teacher applicants in the previous year's RQA may be honored unless they have presented new documents to update their points.
  9. For Senior High School Teachers under Provisional status, attention is invited in Part IV Sec. 10 of CSC Memorandum Circular (MC) No. 14, s. 2018 on the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA), Revised 2018, provisional appointment "shall not be effective beyond the school year during which it was issued," or one (1) year or 12 months reckoned from the date of last appointment. The position held by the teacher-incumbent shall be deemed vacant upon expiration of the appointment, and therefore, be subjected to CSC rules and regulations on publication and posting. Renewal of a provisional appointment shall be effected only in the absence of a qualified LET eligible applicant, as certified by the SDS.



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10. Enclosed are the following:
  - a. Schedule of Application and Selection Processes for Teaching Positions for SY 2021-2022
  - b. Checklist of Documents for Senior High School Teacher-Applicants
  - c. Checklist of Documents for Kindergarten, Elementary and Junior High School Teacher-Applicants
11. While the Department seeks to continue work operations, the health and safety of everyone must be given utmost priority and consideration.
12. Immediate and wide dissemination of this Memorandum is enjoined.

**MERLINA P. CRUZ PhD, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

***"Malasakit. Bayanihan. San Joseño.  
We heal as one. We rise as one!"***

osds/ags/mjlc  
cn 2021-03-



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

DATE	ACTIVITY	VENUE
March 3, 2021	Submission of the Composition of the School Screening Committee	School Division Office - Records Section
March 3- March 18, 2021	Filing of application and submission of complete documents to the School Screening Committee	Preferred school
March 24, 2021	Submission of application documents by the School Screening Committee to the School Division Screening Committee	School Division Office- Record Section
April 6, 2021	Ranking-Conference for Senior High School Teacher-Applicants	To be announced
April 7, 2021	Ranking-Conference for Junior High School Teacher-Applicants	
April 8, 2021	Ranking-Conference for Elementary Teacher-Applicants	
April 12, 2021 onwards	Evaluation of Documents by the Schools Division Selection Committee	Schools Division Office
May 2021	Announcement of Schedule of Demonstration Teaching, Skills Assessment and Interview	Schools Division Office Announcement Board and <a href="http://www.depedcsjdm.weebly.com">www.depedcsjdm.weebly.com</a>
	Demonstration Teaching, Skills Assessment Interview	To be announced
To be announced (if any)	English Proficiency Test (for new applicants only)	To be announced
To be announced	Presentation of Points to Applicants	To be announced
	Posting of Registry of Qualified Applicants (RQA)	<a href="http://www.depedcsjdm.weebly.com">www.depedcsjdm.weebly.com</a> public bulletin boards and other public places



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**CHECKLIST OF DOCUMENTS FOR SENIOR HIGH SCHOOL TEACHER-APPLICANTS**

NAME OF APPLICANT	_____
UNIQUE APPLICANT NUMBER (UAN)	_____
COMPLETE ADDRESS	_____
CONTACT NUMBER	_____
BACHELOR'S DEGREE	_____
MAJOR	_____
MASTER'S DEGREE	_____
MAJOR	_____
DOCTORATE DEGREE	_____
OTHER COURSE	_____
(WRITE IN FULL)	_____

PLEASE CHECK:

Applicant is:

- Displaced HEI
  - Currently Employed as Permanent In:
    - HEI     TVL     DepEd     Others, please specify \_\_\_\_\_
  - Indigenous People (IP)
  - Overseas Filipino Worker
  - a. Letter of Intent of Applicant
  - b. CSC Form 212 (Revised 2017) in two copies with the latest passport size ID picture
  - c. Certified photocopy of certificates of relevant specialized trainings, if any
  - d. Certified copy of the Voter's ID and/or any proof of residency
  - e. NBI clearance
  - f. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
- Additional Requirements:
- g. Certified photocopy of Diploma on Bachelor's Degree
  - h. Certified photocopy of transcript of records with at least 15 units of specialization in relevant strand / specialized subject
  - i. Certified photocopy of PRC professional identification card/certificate of registration / license
  - j. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
  - k. Written approval from head of unit if applicant is currently employed by the national government or the local government unit (for Applicants- Part-time positions only)
  - l. Certified photocopy of TESDA National Certificate (for TVL Track Applicants only)
  - m. Certified photocopy of Trainers Methodology Certificate (for TVL Track Applicants only)
  - n. Certified photocopy of Certification of Proficiency / Recognition from recognized and respectable relevant associations/organizations/guild (for Arts and Design & Sports Track Applicant Only)
  - o. Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI (for HEI/TVI Faculty only)
  - p. Certified of Displacement duly signed by the authorized representative of the HEI/TVI Faculty only

Verified by:

\_\_\_\_\_  
 Chairperson, School Screening Committee





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**CHECKLIST OF DOCUMENTS FOR KINDERGARTEN, ELEMENTARY and JUNIOR HIGH SCHOOL  
TEACHER - APPLICANTS**

NAME OF APPLICANT \_\_\_\_\_  
UNIQUE APPLICANT NUMBER (UAN) \_\_\_\_\_  
COMPLETE ADDRESS \_\_\_\_\_  
CONTACT NUMBER/S \_\_\_\_\_  
BACHELOR'S DEGREE \_\_\_\_\_  
MAJOR: \_\_\_\_\_ MINOR: \_\_\_\_\_  
CONCENTRATION/SPECIALIZATION \_\_\_\_\_  
MASTER'S DEGREE \_\_\_\_\_  
MAJOR \_\_\_\_\_  
OTHER COURSES \_\_\_\_\_  
(Write in Full, Indicate CPE Units Earned)

- a. Letter of Intent of Applicant
- b. CSC Form 212 (Revised 2017) in two copies with the latest passport size ID picture
- c. Certified photocopy of PCR professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC office
- d. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
- e. Certified copy of all transcript of records
- f. Copies of Service Records/Certificate of Employment, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
- g. Certificates of specialized trainings, if any
- h. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
- i. NBI Clearance
- j. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

Verified by:

\_\_\_\_\_  
Chairperson, School Screening Committee

