



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

March 14, 2022

DIVISION MEMORANDUM
NO. 082, S. 2022

**RECRUITMENT AND SELECTION OF TEACHERS FOR ELEMENTARY
AND SECONDARY LEVEL FOR SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
HRMPSB/Division Selection Committee Members
Heads of Elementary and Secondary Schools
All Others Concerned

1. Pursuant to DepEd Order 7, s. 2015 titled "Hiring Guidelines for Teacher I Positions for School Year (SY) 2015-2016" and DepEd Order 3, s. 2016 titled "Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017", this Office announces call for applications and the schedule of and guidelines for hiring of Teachers for Kindergarten, Elementary, Junior High School, and Senior High School to establish the Registry of Qualified Applicants (RQA) for the new school year.
2. SDO Bulacan provides equal employment opportunity to all qualified applicants who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity, or political affiliations and of positions.
3. Enclosed to this Memorandum are the following:
 - 3.1 Guidelines for Teacher Hiring
 - 3.2 Schedule of Recruitment and Selection Activities
 - 3.3 School Screening Committees
 - 3.4 Division Human Resource Merit Promotion and Selection Board (HRMPSB)/Selection Committee
4. Immediate and wide dissemination of this Memorandum is highly desired.


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent

HRMPSB-Selection Committees
March 14, 2022





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Enclosure no. 1 to Division Memorandum No. 082 s. 2022

GUIDELINES FOR TEACHER HIRING

This Office shall adopt and implement the following applicable guidelines for Teaching Hiring for SY 2022-2023:

1. Pending the official issuance of the new Agency Merit Selection Plan, the existing hiring guidelines for teaching positions in Kindergarten to Senior High School shall be effective until officially amended, revoked, rescinded, or modified through the issuance of a DepEd Order.
2. The Division Human Resource Merit Promotion and Selection Board (HRMPSB)/Division Selection Committees and School Screening Committees are enjoined to download and review the enumerated policies for guidance and reference in the evaluation of documents of Teacher Applicants:
 - 2.1 DepEd Order 7, s. 2015 - Hiring Guidelines for Teacher I Positions for School Year (SY) 2015-2016
 - 2.2 DepEd Order 3, s. 2016 - Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017
 - 2.3 DepEd Order 27, s. 2016 - Qualification Standards (QS) for Senior High School (SHS) Teaching Positions in the Department of Education (DepEd)
 - 2.4 DepEd Order 50, s. 2016 - Hiring Guidelines for Teacher I Position in Schools Implementing Indigenous Peoples Education Effective School Year 2016-2017
3. The following are the guidelines and instructions of this Office relative to the submission and receipt of applications:
 - 3.1 Applicants shall submit application to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists, a written application, with the Applicant Number indicated, supported by the documents enumerated on the DepEd Order 7, s. 2015 and DepEd Order 3, s. 2016 for Kinder to Junior High School and Senior High School, respectively. Only those documents that are properly stamped received by the designated receiving office shall be acknowledged.
 - 3.2 The School Screening Committee may also organize online submission of documents of applicants by indicating on the announcement materials (e.g. posters, tarpaulins, bulletin boards, social media) the school's DepEd email where applicants can send their documents. RA 8792 of the E-Commerce Act of 2020 provides that "*electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing*"; hence, online submission of electronic copies of the application documents may be allowed subject to the submission of hard copies upon request for purposes of validation and proof of receipt via screenshot should be presented accordingly.

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3.3 The applicants assume full responsibility and accountability on the validity and authenticity of documents submitted, as evidenced by the Omnibus certification of authenticity. Any violation will automatically disqualify the applicant from the selection process.

3.4 School screening committees are directed to strictly implement health protocols such as physical distancing in receiving and validating hard copies of applications and documents, requiring the wearing of face masks, designating a separate area and providing disinfecting supplies (e.g. alcohol, hand sanitizer, etc.) where applicants may be accommodated.

3.5 This SDO, which is under Alert Level 1, will combine face-to-face and alternative platforms for the processes of interview, demonstration teaching, and deliberations. A separate Memorandum will be issued relative to this once the Office has the final list of Teacher Applicants.

3.6 To expedite the recruitment and selection process as well as to augment the number of applicants, the SDO shall consider the remaining qualified applicants provided that said applicants should have expressed their intent to apply for SY 2022-2023 by submitting the following to the schools where they are applying:

- Letter of Intent to be addressed to the SDS
- Updated credentials and application documents (if any)

The points earned by teacher applicants in the previous year's RQA may be retained unless they have presented new documents to update their points.

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Enclosure No. 2 to Division Memorandum No. 082 s. 2022

SCHEDULE OF RECRUITMENT AND SELECTION ACTIVITIES

PROCESS	DATE	RESPONSIBLE
Announcement of Acceptance of Applications through a Division Memorandum	March 14, 2022	Division HRMPSB Chairpersons Schools Division Superintendent
Acceptance of Applications for new Teacher Applicants and letters of intent and additional documents for applicants included in the RQA SY 2022-2023	March 15 - April 13, 2022	School Screening Committees
Submission of the Composition of the School Screening Committees via Google form	March 15-18, 2022	School Heads
Issuance of Designation Orders to School Screening Committees	March 16-21, 2022	Division HRMPSB Chairpersons Schools Division Superintendent
Orientation of HRMPSB and School Screening Committees	April 7-8, 2022	Division HRMPSB Chairpersons and Members ICT Unit
Screening and Evaluation of Applications	April 18-22, 2022	School Screening Committees
Submission of Initial Screening and Evaluation Results to the Districts (for Elementary) and EDDIS Chairs (for JHS and SHS)	April 25, 2022	School Screening Committees
Reevaluation and validation of documents of applicants	April 26-29, 2022	EDDIS Committees led by EDDIS Chairs Members: PSDSs and Principals (Elementary) Members: EPSs and Principals (Secondary)
Submission of District and EDDIS Initial Comparative Assessment Results to the SDO	May 2-6, 2022	EDDIS Chairs





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Demonstration Teaching Interview	To be announced	Division HRMPSB assisted by EPSs, PSDSs, Principals, Head Teachers and Master Teachers
English Proficiency Test	To be requested from the Bureau of Education Assessment (BEA) (Schedule to be announced)	Division HRMPSB/ Division Testing Coordinator
Preparation of the Registry of Qualified Applicants (RQA)	Immediately after the release of the EPT	Division HRMPSB
Emailing of the certification on scores obtained	To be announced	Division HRMPSB
Orientation of Qualified Teacher applicants	To be announced	Division HRMPSB
Posting of the RQA in the Division Website and SDO Bulletin Board	Two weeks after the results of the EPT are released by the BEA	Division HRMPSB
Preparation of the Deployment Report for extension positions and natural vacancies using the RQA	Once the RQA is finalized and uploaded to the SDO website.	Division Placement Committee





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Enclosure No. 3 to Division Memorandum No. 082 s. 2022

SCHOOL SCREENING COMMITTEES

The composition and functions of the School Screening Committee are described in DepEd Order 7, s.2015 and DepEd Order 3, s.2016 for Kinder to Grade 10 and Senior High School respectively. Committee members shall be identified by the School Heads. They are instructed to transmit the composition of the School Screening Committee to the Schools Division Superintendent for the issuance of a corresponding Designation Order. The links to the Google form for this are the following:

For Elementary and Primary/Incomplete Elementary/Multi-grade Schools:

LINK: <https://forms.gle/gzdDYCSFfBHnEqNaA>

For Junior High School:

LINK: <https://forms.gle/9M2quP52sDQxoijt7>

For Senior High School:

LINK: <https://forms.gle/SRNcMZHvYq2odJBI7>

For Elementary:

Chairperson : School Head
Members : Four (4) Teachers

For Primary/ Incomplete Elementary/ Multi-grade Schools:

Chairperson : Cluster School Head
Members : Four (4) Teachers from Cluster Schools

For Secondary:

Chairperson : School Head
Members : Department Head
Three (3) Teachers from different learning areas

For Small Secondary Schools:

Chairperson : School Head
Members : Four (4) Subject leaders from different learning areas

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For Senior High Schools:

- Chairperson : School Head
Members : Subject Group Head or Master Teacher for Core and/or Track subjects
Three (3) teachers from the different learning areas
President or authorized representative of the School Governing Council (SGC) or the Parents-Teachers Association (PTA)

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Enclosure no. 4 to the Division Memorandum No. 082 s. 2022

**Human Resource Merit Promotion and Selection Board (HRMPSB)/
Division Selection Committee**

The Composition of the HRMPSB/Division Selection Committee are as follows:

For Elementary:

Chairperson : CECILIA E. VALDERAMA, PhD.
Assistant Schools Division Superintendent

Members : AGNES BERNARDO, PhD.
EPS - Kinder and Special Education

RAINELDA M. BLANCO, PhD.
EPS - LRMDS

JAY-ARR TAYAO
EPS - SGOD

CHARITO N. LAGGUI, PhD.
PESPA Division Chapter President

CHRISTOPHER S. CRUZ
Division Federated PTA President

JOVITA R. TOLEDO
Accredited Teachers' Union President

For Secondary (Junior HS):

Chairperson: ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent

Members: FRANCISCO B. MACALE
EPS - Mathematics

VIRGILIO L. LAGGUI, PhD
EPS - Araling Panlipunan

ANASTACIA N. VICTORINO, PHD
EPS - Filipino

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CESAR V. VALONDO
PSSPA President

CHRISTOPHER S. CRUZ
Division Federated PTA President

JOVITA R. TOLEDO
Accredited Teachers' Union President

For Secondary (Senior HS)

Chairperson:

ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent

Members:

JOEL I. VASALLO, Ph.D.
EPS- TLE, Senior High School Focal Person

CESAR V. VALONDO
PSSPA President

JOVITA R. TOLEDO
Accredited Teachers' Union President

EDELMAR SANTOS, JR.
General Manager
Caniogan Credit and Development Cooperative
Authorized Representative of a duly-accredited or recognized
Organization/Industry

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