



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

DNISION MEMO NO. 159 s. 2022

April 29, 2022

**INTERIM GUIDELINES ON THE SELECTION PROCESS OF ELEMENTARY TEACHER I
APPLICANTS FOR SY 2022-2023**

Pursuant to CSC Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), the formulation of Schools Division of Bulacan interim guidelines on selection and hiring of teaching and non-teaching personnel for SY 2022-2023 in compliance to DepEd OPrder No. 7, s. 2015, are as follows:

I. Purpose

These interim guidelines shall lay down the processes on selection and provide pool of qualified applicants in the elementary level in the Schools Division of Bulacan for SY 2022-2023.

II. Scope and Coverage

These shall apply to all Teacher I applicants in the elementary level for School Year 2022-2023.

III. General Guidelines

A. Acceptance of Applications

1. The School Screening Committee (SSC) shall be designated by the Appointing Authority.
2. All applicants shall enroll in the DepEd Website.
3. Applicants may submit their documents to the school of their choice.
4. The SSC shall check completeness of documents, acknowledge receipt.

B. The evaluation of documents, demonstration teaching and interview shall be held simultaneously on May 26-27, 2022.

C. Procedures in the Selection Process of Elementary Teacher I applicants:

Step 1. The Administrative Officer II in the school shall receive, classify and label the documents as follows:



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



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- Folder 1 - Education
- Folder 2 - Experience
- Folder 3 - LET/PBET Rating
- Folder 4 - Specialized Training and Skills
- Folder 5 - Interview
- Folder 6 - Demonstration Teaching
- Folder 7 - EPT

Step 2. The School Screening Committee shall make initial evaluation of the received application according to qualifications and other requirements based on DO No. 7, s. 2015. The committee shall prepare the list of applicants with the Forms and Folders and forward to the Division Screening Committee represented by the District-Sub Level Committee.

Step 3. The above mentioned folders shall be consolidated by the Administrative Officer II of the Central School and shall forward the following documents to the Division Office for the evaluation of documents on May 16-17, 2022. (see attached templates)

- Form 1 - Checklist (School level)
 - Form 2 - School Level List of applicants and Directory in alphabetical order
 - Form 2b - District List of Applicants (include Names/Address/email/Contact Number)
 - Form 3 - Transmittal (District to Division)
 - Form 4 - Rubrics (Interview)
 - Form 5 - Rubrics (Demo Teaching)
 - Form 6 - Individual Assessment Report
- RQA - Division HRMPSB shall email the applicant
Non-Qualifiers – School/District shall email and inform the applicant with prototypes template from Division HRMPSB

Step 4. The evaluation of Folders 1, 2 and 3 shall be held at the 3rd floor of the Division Office by the designated Paper Screening Committee and Folders 4, 5 and 6 shall be submitted to the EDDIS Chair for distribution to the concerned PSDS In-Charge of specific area of evaluation.

Step 5. The initial Comparative Assessment Result shall be submitted by the Committees two (2) days after the evaluation of the Office of the ASDS In-charge.



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IV. Composition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB):

Chairman - Cecilia E. Valderama, PhD
 Assistant Schools Division Superintendent

Members - Agnes R. Bernardo, PhD
 EPS, Kinder and Special Education

Rainelda M. blanco, PhD
 EPS, LRMSD

Jay Arr Tayao
 EPS, SGOD

Charito N. Laggui, PhD
 President, PESPA Division Chapter

Christopher S. Cruz
 President, Division Federated PTA

Jovita R. Toledo
 Accredited Teachers' Union President

Nestor Lucas
 Representative - Teachers' Federation

1. Documents Screening Committee

EDDIS	TOR w/ GWA & LET/PBET RATING	Experience
I	Edelmira S. Dorega, PhD	Ana Liza M. Villanueva, PhD
	Anastacia N. Victoriino, PhD	
II	Ma. Neriza F. Fanuncio, EdD	Teresita B. Alquiza, PhD
	Rainelda Blanco, PhD	
III	Guillermo J. Flores, EdD	Daniel V. Ortega, EdD
	Joel I. Vasallo, PhD	
IV	Anabell Palomo, PhD	Ms. Leonora V. Bergardo
	Virgilio L. Laggui, PhD	





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2. Online or Face to Face Rating Screening Committee

EDDIS	Specialized Training and Skills/Validation	Oral Interview	Demonstration Teaching
I	Mr. Marquez T. Cartel	Priscilla SM Navarro, PhD	Edelmira S. Dorega, PhD
	Mr. Paul J. Candelaria	Anne P. Castillo, PhD	Alexander I. Adonis, PhD
II	Mr. Gilbert M. Agapito	Ms. Racquel D. Salazar	Mr. Rene L. Cruz
	Irene L. Elizalde, PhD	Dulce Regina C. Flores, PhD	Esperanza F. Perez, EdD
III	Nora G. Manalo, PhD	Ms. Angelita C. Baltazar	Ms. Edelmira G. Reyes
	Lorelina G. Sierra, PhD	Ms. Marissa C. Ortega	Ma. Nina P. Avendano, PhD
			Carlito Dela Cruz, PhD
IV	Cecilia Buenaventura, EdD	Maximo Herrera, PhD	Marilou V. Cruz, PhD
	Priscilla Iliscupidez, PhD	Jonar David, PhD	Mr.. William Ortega

3. Attached is the schedule of Assignment and delegated function for reference and guidance.

V. EPT Results – details to be announced

VI. Online orientation for applicants shall be held on May 17, 2022, at 2:00pm. (Link will be provided)

VII. Dissemination of Results

1. Results of the ranking shall be posted in the website, Division Office transparency wall, School/District Offices for information.
2. Individual score/rating shall be sent via email and hard copy shall be sent through the District Supervisors for non-qualifiers and Division HRMPSB for qualifiers.

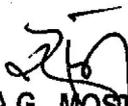




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VIII. Appeal/Clarification on the scores obtained

All questions/queries of the applicants shall be forwarded to the District and shall be endorsed to the concerned PSDS in-charge of the evaluation criteria for appropriate action.


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



SCHEDULE OF ASSIGNMENTS

EDDIS	Documents Screening TOR w/ GWA & LE/PP/BET Rating	Experience	Specialized Training and Skills/Validation	Oral Interview	Demonstration/Skills Teaching
I	Jennifer E. Quinto, PhD	Ana-Liza M. Villanueva, PhD	Mr. Marquez T. Cartel Mr. Paul J. Candelaria	Priscilla SM Navarro, PhD Anne P. Castillo, PhD	Edelmira S. Dorega, PhD Alexander I. Adonis, PhD
	Anastacia N. Victorino, PhD				
II	Ma. Neriza F. Fanuncio, EDD	Teresita B. Alquiza, PhD	Mr. Gilbert M. Agapito Irene L. Elizalde, PhD	Ms. Raquel D. Salazar Dulce Regina C. Flores, PhD	Mr. Rene L. Cruz Esperanza F. Perez, EDD
	Rainelda Blanco, PhD				
III	Guillermo J. Flores, EDD	Daniel V. Ortega, EDD	Nora G. Manalo, PhD Lorelina G. Sierra, PhD	Ms. Angelita C. Baltazar Ms. Marissa C. Ortega	Ms. Edelmira G. Reyes, Ma. Nina P. Avendano, PhD Carlito Dela Cruz, PhD
	Joel I. Vasallo, PhD				
IV	Anabell Palomo, PhD	Leonora V. Bergado, EDD	Cecilia Buenaventura, EDD Priscilla Iliscupidez, PhD	Maximo Herrera, PhD Jonar David, PhD	Marilou V. Cruz, PhD Mr. William Ortega
	Virgilio L. Lagqui, PhD				