



Republic of the Philippines
 Department of Education
 National Capital Region
 Division of City Schools
PASAY CITY

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PASAY CITY
RECORDS UNIT
RELEASED
 DATE: 15 FEB 2019
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MEMORANDUM

To : **OIC- Asst. Schools Division Superintendent**
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary, Secondary and Special Education School Principals
Asst. School Principals

From : **DR. EVANGELINE P. LADINES, CESO V**
 Schools Division Superintendent

Subject : **DIVISION SCREENING AND SELECTION OF TEACHERS**
FOR KINDERGARTEN TO GRADE 12 TEACHING POSITIONS
FOR SCHOOL YEAR 2019-2020

Date : February 15, 2019

1. The Division of City Schools, Pasay City hereby apprises the field of the following schedules for the **DIVISION SCREENING AND SELECTION OF TEACHERS FOR KINDERGARTEN TO GRADE 12 TEACHING POSITIONS FOR SCHOOL YEAR 2019-2020**:

ACTIVITY	DATE	VENUE	PERSONS INVOLVED
1. Submission to the School Head of elementary or secondary school, where a teacher shortage or vacancy (regular and/or natural) exists, <u>of written application, with the Applicant Number indicated, supported by pertinent documents:</u> 1.1 CSC Form 212 1.2 Certified photocopy of PRC professional identification card or a PRC certification 1.3 Certified photocopy of ratings obtained in the Licensure Examination for Teachers 1.4 Certified copy of transcript of records	February 18- March 1, 2019	school where a teacher shortage or vacancy (regular and/or natural) exists	Applicant School Principals Asst. School Principals

ACTIVITY	DATE	VENUE	PERSONS INVOLVED
1.5 Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability. 1.6 Certificates of specialized training, if any 1.7 Certified copy of the Voter's ID and/or any proof of residency 1.8 NBI Clearance 1.9 Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant	February 18-March 1, 2019	school where a teacher shortage or vacancy (regular and/or natural) exists	Applicant School Principals Asst. School Principals
2. Verification and certification of the completeness, veracity, accuracy, and authenticity of documents <i>(Note: The School Principal shall issue a certification to each applicant that the school has received the application specifying the documents that have been submitted in support of the application.)</i>	March 4-14, 2019	school where a teacher shortage or vacancy (regular and/or natural) exists	School Screening Committee (SSC)
3. Submission of the School Screening Committee (SSC) to the Division Selection Committee (DSC) of the List of Applicants with the Certification of the School Principal and applicants' documents		Office of the CID	School Screening Committee Division Selection Committee
3.1 Kindergarten to Grade 10	March 15-18, 2019		
3.2 Senior High School	March 15-18, 2019		
4. Verification and validation of the documents submitted by the SSC as to completeness, accuracy, authenticity and veracity		Office of the CID	Division Selection Committee
4.1 Kindergarten to Grade 10	March 18, 2019		
4.2 Senior High School	March 19, 2019		
5. Evaluation of Applicants (on Education, Teaching Exp., LET/PBET Rating)		Office of the CID	Division Selection Committee
5.1 Kindergarten to Grade 10	March 20- April 19, 2019		
5.2 Senior High School	March 20- April 19, 2019		
6. Evaluation of Applicants. (on Interview and Specialized Training and Skills)		Padre Zamora Elementary School	Division Selection Committee
6.1 Kindergarten to Grade 6	March 25, 2019		
6.2 Junior High School	March 25, 2019		
6.3 Senior High School	March 26, 2019		

ACTIVITY	DATE	VENUE	PERSONS INVOLVED
7. Evaluation of Applicants (on Demonstration Teaching)			Division Selection Committee
7.1 Kindergarten to Grade 6	March 27-28, 2019	Padre Zamora Elementary School	
7.2 Junior High School	March 29, 2019	Pasay City West High School	
7.3 Senior High School	March 29, 2019		
8. Evaluation of Applicants (on Communication Skills Written Examination prepared by BEA)	TBA	Padre Zamora Elementary School	BEA
9. Review and consolidation of the results of individual ratings of applicants	April 22-23, 2019	Office of the CID	Division Selection Committee
10. Preparation of the Division Registry of Qualified Applicants for Kindergarten, Elementary and Secondary	April 24, 2019	Office of the CID	Division Selection Committee
11. Submission of the complete results of the evaluation of applicants to the Schools Division Superintendent	April 25, 2019		Division Selection Committee Schools Division Superintendent

2. Schools are advised to inform the applicants of the schedules reflected hereto.
3. In accordance with the existing guidelines for hiring of teachers, from Kindergarten to Grade 10 and Senior High School, the School Screening Committee (SSC) shall ensure that the step-by-step procedure in applying for Teacher I positions reflected in this Memorandum **MUST BE POSTED AT CONSPICUOUS PLACES AND AT THE WEBSITES OF SCHOOLS.**
4. Immediate and wide dissemination of this communication is directed.