



Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes



December 16, 2013

RELEASED

DepEd-Division of Catanduanes

RECORDS SECTION

Date DEC 27 2013

Time 8:52

By [Signature]

DIVISION MEMORANDUM

No. 129, s. 2013

REVISED HIRING GUIDELINES FOR TEACHER 1 POSITIONS IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR SY 2014-2015

TO: Education Program Supervisors
 Division Coordinators
 Public Schools District Supervisors
 Heads of Public Elementary and Secondary Schools

1. Effective SY 2014-2015 hiring of new teachers shall be in compliance with DepEd Order No. 12, s. 2012 and subsequent issuance related to the same subject.
2. To facilitate the selection process, the following schedule shall be observed:

Responsible Committee	Activity	Time Frame
A. School Committee	<ul style="list-style-type: none"> • Receive and verify documents as to completeness, veracity, accuracy and authenticity • Submit the list of applicants with the corresponding documents to the Division Sub-Committee for Elementary and Secondary 	January 6 – 26, 2014 January 27, 2014
B. Division Sub-Committee	<ul style="list-style-type: none"> • Review the documents submitted by the school Selection Committee and evaluates Applicants' documents based on the criteria set by DepEd order No. 12, s. 2012 • Conduct interview • Conduct Demo-Teaching Elementary: (District) 	February 3-7, 2014 February 10-14, 2014 February 17-21, 2014

	<p>Secondary: (Venue to be identified by the concerned EPS)</p> <ul style="list-style-type: none"> • Consolidate individual ratings • Administer the English Proficiency Test • submit initial ranking to the Division selection Committee 	<p>February 24-28, 2014</p> <p>March 8, 2014</p> <p>March 10-14, 2014</p>
C. Division Selection Committee	<ul style="list-style-type: none"> • Review and consolidate the individual ratings • Prepare the registry of Qualified Applicants for Elementary and secondary • Submit the RQA for Elementary and Secondary to the Superintendent 	<p>March 17-21, 2014</p> <p>March 24-28, 2014</p> <p>April 9, 2014</p>

3. Attached to this memorandum are the following:
- DepEd Order No. 12 s. 2012
 - Composition of the Division Sub-Committee and Division Selection Committee
 - Rating Sheet for Interview
 - Certification

4. For widest dissemination and strict compliance.

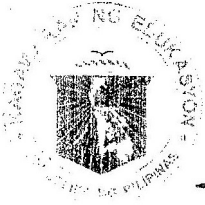

JOSE L. DONCILLO, CESO VI
 OIC-Schools Division Superintendent

*To be indicated in the Perpetual Index
Under the Following Subjects:*

APPOINTMENT
TEACHERS

REAPPOINTMENT
POLICY

EMPLOYMENT



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DIVISION SUB-COMMITTEE

SECONDARY:

DEMONSTRATION TEACHING and EVALUATION OF DOCUMENTS			
Subject Area	In-Charge	Subject Area	In-Charge
Mathematics	Rommel Petajen	Araling Panlipunan	Josefa Zape
	Fidel Vegim		Rosa Molina
	Marilyn Tuplano		Milagros Jose
Science	Mary Jean S. Romero	MAPEH	Sarah Chiong
	Delia Tindugan		Frankie Turalde
	Jezrahel Omadto		Maria Laynes
English	Gina Pantino	Edukasyon sa Pagpapakatao	Rosa Tusi
	Milagros Lim		Vernie Robles
	Sonia Prensader		Jeslyn Taway
Filipino	Nelson Sicio	TLE	Lydia Abundo
	Aroline Borja		Edgar Rima
			Salve Belaro
INTERVIEW			
Chairman	Mary Jean S. Romero		
	Gina Pantino		
	Milagros Lim		

ELEMENTARY

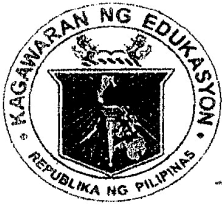
ELEMENTARY SUB-COMMITTEE: (Demonstration Teaching and Evaluation of Documents)	
Composition (Please refer to DepEd Order No. 12, s. 2012) to be submitted by the PSDS not later than January 02, 2014	
INTERVIEW	
Chairman	Gina Custodio
	Cynthia Soneja
	Joselito Ruiz

DIVISION SELECTION COMMITTEE

ELEMENTARY	SECONDARY
ASDS Mariano De Guzman	ASDS Mariano De Guzman
Josefa Zape	Mary Jean S. Romero
Domingo Robles	Rosa Tusi
Cynthia Soneja	Gina Pantino
Miguel Ogalinola	Rudy Tolentino

INTERVIEW GUIDE

Indicators	Equ. Point	Rating
A. 1. Personality (Maximum Points- 5)		
1. Appearance		
• Impressively dressed, neatly attired, command admiration		
• Creates favorable impression		
• Suitable and acceptable		
• Creates rather unfavorable impression		
2. Voice and Speech		
• Exceptionally clear and pleasing		
• Definitely pleasant and distinct		
• Neither conspicuously pleasant and unpleasant		
• Understandable but rather unpleasant		
3. Poise		
• Exceptionally poised		
• Well-poised most of the time		
• Occasionally impatient, irritated		
• Easily disconcerted		
4. Alertness		
• Exceptionally keen and quick to understand		
• Rather quick to understand		
• Nearly grasps intent of interview questions		
• Slow to understand subtle points		
5. Self-Confidence		
• Shows superior self-assurance		
• Wholesomely confident of self		
• Moderately confident of self		
• Appears to have no confidence in self; easily-influenced, timid		
B. Potential (Maximum Points – 5)		
1. Ability to Present Ideas		
• Unusually logical, clear and convincing		
• Shows superior ability to express himself/herself		
• Usually gets across his/her ideas well		
• Tends to stutter		
2. Judgment		
• Inspire unusual confidence in probable soundness of judgment		
• Gives reassuring evidence of considered judgment		
• Acts judiciously on circumstances; might be hasty		
• Shows tendency to react impulsively and without restraint		
3. Emotional Stability		
• Shows calmness and good humor under stress		
• Superior self-command		
• Rather superior self-command		
• Occasionally impatient; irritated		
4. Decisiveness		
• Exceptional problem-solving and decision making abilities		
• Superior problem-solving and decision making abilities		
• Moderately able to solve problems and make sound decision immediately		
• Can hardly solve problems or make sound decision		
5. Stress Tolerance		
• Exceptional high degree of tolerance for tension and control of emotion		
• High degree of tolerance and control of negative emotion		
• Shows intolerance for tension and negative emotion		



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(School)

C E R T I F I C A T I O N

This is to certify that _____ of _____
(Applicant) (Address)

_____ has submitted the following documents in connection with
his/her application for Teacher I position. To wit:

1. CSC Form 212 (Revised 2005) in two (2) copies with the latest 2"X2" I.D. picture
2. Certified photocopy of PRC Certificate of Registration/License
3. Certified photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers
4. Certified copies of Transcript of Records for Baccalaureate Course
5. Copies of Service Record, Performance Rating and School Clearance for those with teaching experience
6. Certificate of Specialized Training, if any
7. Certified copy of Voter's I.D.
8. NBI Clearance
9. Omnibus Certification of Authenticity and Veracity of all documents submitted.

Issued upon request this ____ day of _____ 2014 at _____,

Catanduanes.

School Selection Committee