



Republic of the Philippines  
**DepED**  
 Region I  
 DIVISION OF CITY SCHOOLS  
 DAGUPAN CITY

**MEMORANDUM**

To: All School Heads  
 Elementary and Secondary Schools  
 and Teacher Applicants

From: **FROSERFINA J. BRAVO**  
 Schools Division Superintendent

Subject: **TIMELINES & GUIDELINES FOR HIRING NEW TEACHER APPLICANTS**

Date: **February 21, 2017**

**RELEASED**  
 DEFED  
 DATE: 2-21-17  
 BY: [Signature]

The Dagupan City Division, in anticipation of a bigger number of teacher applicants for this year, has set a schedule of activities for the schools and division selection committees to be guided and go about their tasks efficiently and effectively.

Please abide by the following timelines and planned activities:

- March 15, 2017 - Last day of Submission of documents/folders of teacher applicants (at the school level)
- March 17 - Submission of folders with summary list to the Division Office by the schools
- March 17 - Orientation of Division Selection Committee Members

Demo Teaching/Interview By the Division Selection Committee with the following teams:

<b><u>Aral Pan/HUMSS I-C</u></b> 1. Liezl S. Cancino 2. Medarlo V. De Leon 3. Alicia B. Quimboy	<b><u>Filipino/HUMSS I-B/ABM</u></b> 1. Gemma M. Erfelo 2. Renata G. Rovillos 3. Debbie C. Gan	<b><u>Values</u></b> 1. Liberty G. Roxas 2. Ophelia Q. Vergonia 3. Perpetua V. Barongan
<b><u>English/HUMSS I-A</u></b> 1. Agnes P. Bacugan 2. Marilou C. Llamas 3. Myrel Angelica N. Lopez	<b><u>Math/STEM III-A</u></b> 1. Rosalind R. Lomibao 2. Ronie G. Bonao 3. Rowena O. Lapaan	<b><u>Science/STEM-B</u></b> 1. Cherry A. Cayabyab 2. Isabelita N. Daroya 3. Leonarda J. Manansala
<b><u>MAPEH &amp; TLE/A&amp;D/Tech Voc</u></b> 1. Diosdado I. Cayabyab 2. Jaime C. Siapno 3. Ma. Socorro G. Dimalanta	* Elementary Applicants will be divided among the EPS	

Assessment of Documents:

<b><u>Experience</u></b> EPS Soc EPS Renata	<b><u>Education</u></b> EPS Rosalind EPS Agnes	<b><u>Skills/Training</u></b> EPS Dado EPS Cherry	<b><u>Portfolio</u></b> EPS Liezl EPS Gemma	<b><u>LET</u></b> EPS Liberty
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March 20-31	-	Assessment of documents (with EPS's)
April 10 (am)	-	English Proficiency Test (EPT)
April 10 (pm)	-	Orientation of teacher applicants
April 17-21	-	Demo Teaching
April 24-28	-	Interviews
May 9	-	Review of RQA Draft
May 12	-	Finalization of RQA
May 15, 2017	-	Start of Processing of Appointments

For the hiring of new teacher-applicants for School Year 2017-2018, schools must have started accepting applications since January as stipulated in the guidelines.

In this connection, please be advised of the following:

1. Applicants are instructed to submit 1 application only to the nearest elementary or secondary school head their application letter together with documentary requirements on or before March 15, 2017.
2. School Selection Committees shall verify all documents as to completeness and authenticity.
3. School Selection Committees shall forward 1 folder (photocopy) to the Division Personnel Unit on March 17, 2017 together with the Composition of SSC.

Widest dissemination of the contents of this memorandum is desired.

Please be guided accordingly.