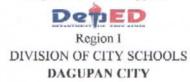


Republic of the Philippines



MEMORANDUM

To:

All School Heads

Elementary and Secondary Schools

and Teacher Applicants

71/m

From:

FROSERFINA J. BRAVO

Schools Division Superintendent

Au.

Subject:

TIMELINES & GUIDELINES FOR HIRING NEW TEACHER APPLICANTS

Date:

February 21, 2017

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:

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

Assessment of Documents:

Experience	Education	Skills/Training	Portfolio	LET
EPS Soc	EPS Rosalind	EPS Dado	EPS Liezl	EPS Liberty
EPS Renata	EPS Agnes	EPS Cherry	EPS Gemma	

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:

- 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.
- 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.