



Republic of the Philippines

Department of Education

REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 21 s. 2022

To: Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Teacher I Applicants

From: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: January 20, 2022

Subject: RECRUITMENT, SELECTION AND HIRING OF TEACHER I APPLICANTS FOR SCHOOL YEAR 2022-2023

1. For the information and guidance of all concerned this office hereby announces to the field that we are now accepting applications for teacher I Position.
2. The continuous recruitment and selection of applicants for Elementary, Junior and Senior High School teaching position for School Year 2022-2023 in accordance with the provisions of DepEd Order No. 7, s. 2015 on the Hiring Guidelines for Teacher I Positions Effective S.Y. 2015-2016 DepEd Order No. 3 s, 2016 on the Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective S.Y. 2016-2017 and DepEd Order No. 32, s. 2016 Addendum to DepEd Order No. 3, s. 2016 the receipt shall begin February 1, 2022.
3. The following Timeline shall be strictly observed:

| Date | Activity |
|---------------------|---|
| January 28, 2022 | Submission of the composition of School Screening Committee to the ASDS Office. An online form shall be accomplished for the creation of designation of SSC Using this link (https://tinyurl.com/SY2022-2023DCteacherapplicants) <i>a. The Committee at the elementary level shall be chaired by the School Head with four (4) teachers as members. In the case of primary, incomplete elementary and multi-grade (MG) schools, the Committee shall be chaired by the cluster school head with four (4) teachers from the cluster schools as members.</i> <i>b. The Committee at the secondary level shall be chaired by the School Head. The Department Head concerned and three (3) Teachers from the different learning areas (as needed based on the school's vacancies) shall be members. For small secondary schools that do not have department heads, the School Head shall be the Committee Chair with four (4) subject leaders from different learning areas as members.</i> |
| February 1-28, 2022 | Submission of Pertinent Papers by K-Elementary, Junior and Senior High School to the School Screening Committee. Must be sent to this link (https://tinyurl.com/teacherlapplicants) |
| March 1, 2022 | Orientation of DSC Members and Auxiliary Members 8:00 a.m. via Google Meet (to be announced) |
| March 3, 2022 | Transmission of Pertinent papers of K/Elementary, Junior |





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| | Online registration of applicants thru this link: https://tinyurl.com/SY2022-2023DCteacherapplicants |
| March 1, 2022 | Orientation of DSC Members and Auxiliary Members 8:00 a.m. via Zoom |
| March 3, 2022 | Transmission of Pertinent papers of K/Elementary, Junior and Senior High School to the Division Selection Committee with transmittal of the list of applicants verifying the authenticity of the pertinent papers by the School Screening Committee. |
| March 7-11, 2022 | Division Selection Committee Evaluation of Pertinent Papers. |
| March 8, 2022 | Orientation of Teacher Applicants for K-Elementary at 9:00 a.m. to 12:00 noon at this link (https://meet.google.com/wuj-ggap-axn) |
| March 8, 2022 | Orientation of Teacher Applicants for Junior High School and Senior High School 1:00 p.m. to 4:00 p.m. at this link (https://meet.google.com/nez-wxif-saj) |
| March 14, 2022-March 21, 2022 | Interview and Demonstration Teaching |

4. The following shall compose the Division Selection Committee for Pertinent Papers Evaluation, Demonstration Teaching and Interview:

Note: Auxiliary Members are all the School Heads.

| ELEMENTARY | |
|-----------------------|--|
| NAME | ASSIGNMENT FOR PERTINENT PAPERS EVALUATION |
| JANE T. CAJAYON | DISTRICT I-A JUAN L. SIAPNO ES LUCAO ES MALUED ES AND SPECIAL SCIENCE ES WEST CENTRAL ES I WEST CES II |
| ISABELITA N. DAROYA | DISTRICT II-A EAST CENTRAL IS BACAYAO SUR ES PASCUALA G. VILLIAMIL ES POGO-LASIP ES LASIP GRANDE ES |
| ALICIA B. QUIMBOY | DISTRICT II-B MANGIN TEBENG ES TAMBAC ES TEBENG ES CARANGLAAN ES |
| LEONARDA J. MANANSALA | DISTRICT III-A BLISS ES BONUAN BOQUIG ES LEON FRANCISCO MARAMBA ES FEDERICO N. CERALDE IS |



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| DEBBIE C. GAN | DISTRICT III-B SABANGAN ES GEN.GREGORIO DEL PILAR ES NORTH CENTRAL ES |
| ROWENA Q. LAPAAN | DISTRICT III-C MAMALINGLING ES BOLOSAN ES SALISAY ES VICTORIA Q. ZARATE ES |
| EDWIN C. FERRER | DISTRICT IV-A LOMBOY ES SUIT ES PUGARO IS PANTAL ES SALAPINGAO ES |
| PERPETUA V. BARONGAN | DISTRICT IV-B JUAN P. GUADIZ ES T.AYSON-ROSARIO ES CALMAY ES CARAEL ES |
| JAIME C. SIAPNO | DISTRICT V-A DAGUPAN CITY NHS EAST CENTRAL IS FEDERICO N. CERALDE IS CARAEL NATIONAL HS |
| RONNIE G. BONAO | DISTRICT V-B BONUAN BOQUIG NHS SALAPINGAO NHS JUDGE JOSE DE VENECIA, SR.TVSS PUGARO IS |
| MA. SOCORRO G. DIMALANTA | KINDERGARTEN AND SPED |

Note: All PSDS can evaluate demonstration teaching of applicants from the different districts.

| JUNIOR AND SENIOR HIGH SCHOOL | |
|--------------------------------------|--|
| NAME | SUBJECT TO EVALUATE |
| AGNES B.ROYULADA | English Oral Communication, Reading and Writing, English for Academic and Professional Purposes, Practical Research |
| GEMMA M. ERFELO ED.D | Filipino Komunikasyon at Pananaliksik sa Wika at Pagsusuri ng Ibat ibang teksto sa pananaliksik, Pagsulat sa Filipino sa Piling Larangan |
| LEIZEL S. CANCINO, PH. D | Araling Panlipunan 21 st Century Literature from the Philippines and the world; Contemporary Philippine arts form the Region; Understanding Culture, Society and Politics |
| | Values Education |



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| LIBERTY G. ROXAS, ED, D | ABM, Introduction to the philosophy of Human person and related specialized HUMSS subjects. |
| ROSALINDR. LOMIBAO, ED. D | Mathematics General Mathematics, Statics and Probability and related specialized STEM Subjects |
| CHERRY A. CAYABYAB | Science Earth Science, Earth and Life Science, physical science and related specialized STEM subjects |
| ALFRED B. GONZALES | T.L.E Specialized TVL/Agri-Fisheries, Industrial Arts, ICT, Home Economics |
| SHERYL S. VILLACORTA | M.A.P.E.H Physical Education and Health, Personal Development and related specialized Sport Subjects, Arts and Design |

DIVISION SELECTION COMMITTEE FOR INTERVIEW

DR. MARCIANO U. SORIANO JR. CESO, VI

MARIA LINDA R. VENTINILLA

RONNIE G. BONAÑO

| ELEMENTARY | JUNIOR AND SENIOR HIGH SCHOOL |
|-----------------------------|--------------------------------------|
| ISABELITA N. DAROYA | JAIME C. SIAPNO |
| VALENTINA F. HORTALEZA | MEDARLO V. DE LEON |
| LUDIVINA Q. ANTONIO | SALVACION MALANUM |
| MA. RITA TERESITA V. RINOZA | DIGNO |
| WILLY U. GUIEB | EPS |

5. The following Schedule for Interview and Demonstration Teaching shall be strictly followed March 14-18, 2022.

| DISTRICT | DATE | LEVEL | VENUE |
|-----------------|----------------|-------------------------|------------------------|
| I-A | March 14, 2022 | K-Elementary | West Central ES |
| II-A | March 14, 2022 | K-Elementary | East Central IS |
| II-B | March 15, 2022 | K-Elementary | Caranglaan ES |
| III-A | March 15, 2022 | K-Elementary | Federico N. Ceralde IS |
| III-B | March 16, 2022 | K-Elementary | North Central ES |
| III-C | March 16, 2022 | K-Elementary | Bolosan ES |
| IV-A | March 17, 2022 | K-Elementary | Pantal ES |
| IV-B | March 17, 2022 | K-Elementary | Carael ES |
| V-A | March 18, 2022 | Junior HS and Senior HS | Dagupan City NHS |
| V-B | March 21, 2022 | Junior HS and Senior HS | Bonuan Boquig NHS |

Note: Applicant who has the intention to retain their point in Interview and Demonstration Teaching must appear in the said venue for their district and shall be given a form for retention that shall be submitted to the secretariat at the same day.

1. Guidelines for the submission of pertinent papers :



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A. Assignment of Folder Colors

| COLOR | DISTRICT/ELEMENTARY | SUBJECTS/JHS | GROUP/SHS |
|-------------|---------------------|------------------|-------------|
| ORANGE | I | ENGLISH | HUMSS-IA |
| RED | II-A | FILIPINO | HUMSS-IB |
| GREEN | II-B | SOCIAL STUDIES | HUMSS-IC |
| YELLOW | III-A | TLE | HUMSS-ID |
| BLUE | III-B | VALUES EDUCATION | GROUP II |
| BROWN/CREAM | III-C | MATHEMATICS | GROUP III-A |
| WHITE | IV-A | SCIENCE | GROUP III-B |
| PINK | IV-B | | GROUP IV |
| VIOLET | | MAPEH | GROUP V |
| VIOLET | | | GROUP VI |

B. Format for the Folder Cover Page

For the cover page of every folder the following format shall be observed:

| FOR SENIOR & JUNIOR HIGH SCHOOL | FOR ELEMENTARY |
|--|---|
| Name: Last Name, Name, Middle Name School : District: Level: Group/Major/Subject:(Please Specify) Contact Number: | Name: Last Name, Name, Middle Name School : District: Level: Group/Major/Subject:(Generalist, SPED, Early Childhood) Contact Number: |

Sample format below:

| | |
|----------------------------|--|
| PERTINENT PAPERS OF | |
| Name: | DELA CRUZ, JUAN A. |
| School: | DAGUPAN CITY NATIONAL HIGH SCHOOL |
| District: | V-A |
| Level: | SENIOR HIGH SCHOOL |
| Group/Major/Subject: | HUMMS I-A |
| Contact Number: | 0976-849-0382 |

Senior High School - Subject Groups

| GROUP | DESCRIPTION/SUBJECT |
|-----------|---|
| HUMSS I-A | Oral Communication, Reading and Writing, English For Academic and Professional Purposes, Practical Research |
| HUMSS I-B | Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino, Pagbasa at Pagsusuri ng Iba't ibang Teksto sa Pananaliksik. Pagsulat sa piling larangan |
| HUMSS I-C | 21 st Century Literature from the Philippines and the world; Contemporary Philippine arts form the Region; Understanding Culture, Society and Politics; Introduction to the philosophy of human person and related specialized HUMSS subject |



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| HUMSS I-D | Media and Information Literacy; Empowerment Technologies (for strands) |
| ABM II | ABM and Entrepreneurship, Research and Work Immersion |
| STEM III-A | General Mathematics, Statics and Probability and related specialized STEM subjects |
| STEM III-B | Science, Earth and Life Science, Physical Science and related specialized STEM subjects |
| TVL IV-A | Specialized TVL/Agri-Fisheries |
| TVL IV-B | Specialized TVL/Industrial Arts |
| TVL IV-C | Specialized TVL/ICT |
| TVL IV-D | Specialized TVL/Home Economics |
| SPORTS V | Physical Education and Health, Personal Development and Related Specialized Sport Subjects |
| VI | Arts and Design |

7. Transmission of Applicants Pertinent Papers from School Screening Committee to Division Selection Committee


A. For uniformity, the School Screening Committee shall follow the prescribed Transmittal template which can be downloaded from this link: <https://tinyurl.com/SDODCtransmittal>

B. Three (3) days prior to Transmission of Pertinent Papers from School Screening Committee to the Division Selection Committee, a scanned copy and excel softcopy of the above Transmittal shall be sent to this link: <https://tinyurl.com/SDODCtransmittalsubmission>

C. Format for the file name should be: Level-Name of School e.g. ELEMENTARY-NORTH ES
(All in uppercase)

8. Health protocol as prescribed by **IATF or DOH** is strictly observe for this activity

9. Immediate and widest dissemination of this Memorandum is desired.


AGUEDO C. FERNANDEZ, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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