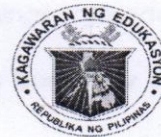


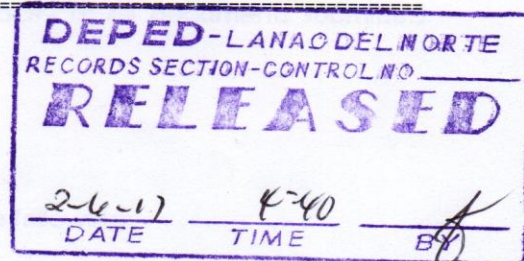


Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
DIVISION OF LANA O DEL NORTE  
Pigcarangan, Tubod, Lanao del Norte

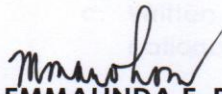


DIVISION ADVISORY

No. 01, s. 2017



To : **All Interested Teacher I Applicants**  
This Division

From :   
**EMMALINDA E. DUHAYLUNGSOD**, CESO V  
Schools Division Superintendent

Subject : **Orientation of Teacher I Applicants**  
(Kindergarten, Elementary, Junior High School, Senior High School, Indigenous People's Education and Special Education)

Date : **February 1, 2017**

The Schools Division Office would like to inform all interested applicants for the Teacher I position (Kindergarten, Elementary, Junior High School, Senior High School, Indigenous People's Education and Special Education) for the School Year 2017 – 2018 on the following:

**I. APPLICATION REQUIREMENTS**

**A. Mandatory Requirements** (DO 7, s. 2015; DO 22, s. 2015 and DO 3, s. 2016)

1. Letter of intent which indicates the following information:
  - a. Statement of purpose / expression of interest
  - b. Preferred school
2. CSC Form 212, Revised 2005 (Personal Data Sheet) in three (3) copies with the latest 2 x 2 ID picture p. 3
3. Certified photocopies (from the issuing agencies) of the following: p. 3
  - a. PRC License ID Card or PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
  - b. PRC Ratings (LET / PBET)
  - c. Transcript of Records
  - d. Certificates of Employment (Service Records from Previous Employers)
  - e. Certificates of Performance Ratings for those with teaching experience
  - f. School Clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason(s) for unavailability



- g. Certificates of Seminars, Workshops, and Trainings attended (including the specialized training)
- h. Voter's ID and/or any proof of residency such as **barangay clearance + police clearance**
- i. NBI Clearance
- j. Omnibus certification of authenticity and veracity of all documents submitted signed by the applicant

## **B. Additional Requirements for:**

### **1. Senior High School (DO 3, s. 2016)**

Certified photocopies (from the issuing agencies) of the following:

- a. Bachelor's Degree Diploma
- b. Transcript of Records with at least 15 units of specialization in relevant strand / specialized subject
- c. Written approval from his/her head of unit if he/she is currently employed by the national government or by the local government unit ----- (Part – time positions)

#### **Arts and Design, and Sports Tracks p. 6**

- ❖ Certified photocopy of the Certificate of Proficiency / Recognition from recognized and respectable relevant associations / organizations / guild

#### **For Arts and Design Applicants: p. 12**

- ❖ Certification for fellowship abroad
- ❖ Participation in local arts congresses (sponsored by NCCA or CCP)
- ❖ Participation in art exhibitions or performances whether group, solo, held in the country or abroad
- ❖ Certification from any respectable and highly regarded national and/or international art-related professional organizations (e.g. Kasibulan, Agos Kulay, Portrait Artists Guild of the Philippines, Art Association of the Philippines, Society of Philippine Sculptors, etc.)

#### **For Sports Applicants: p. 12**

- ❖ Certified by the Red Cross in Standard First Aid and Basic Life Support-Cardiopulmonary Resuscitation (BLS-CPR)
- ❖ Certified Instructor in group or individual training (yoga, suspension training) by a reputable organization
- ❖ Certification from any respectable and highly regarded and international Physical Education, Health, Fitness, Sports, Recreation, and Dance associations or organizations (e. g. the National Sports Association, American College of Sports Medicine, National Strength and Conditioning Association, National Association for Sports Medicine, or the American Council on Exercise)

#### **Higher Education Institute / Technical – Vocational Institute Faculty p. 6**

- ❖ Certified photocopy of the Certificate of Status of Employment / Service Record from the Higher Education Institute / Technical – Vocational Institute



## Technical – Vocational Livelihood pp. 5 – 6

- ❖ TESDA National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC – III in SMAW to teach SMAW NC – II) or same level. If there is no NC level higher. Exceptions are given to applicants for courses with no NC (e.g. Handicraft courses)
- ❖ Certified photocopy of TESDA Trainer's Methodology Certificate (TMC), if available

**Academic personnel applicants from Higher Education Institute** must present a Certificate of Service Rendered and of Good Standing from his / her previous employer with the information listed below, if available: p. 6

- ❖ Employee's name
- ❖ Job title
- ❖ Duration of services rendered by the applicant employee

**For applicants to schools located in indigenous peoples (IP) communities and/or serving IP learners**, a certificate or any form of attestation from the IP elder(s) / leader(s) recognized by the community shall be accepted. p. 12

## 2. Indigenous People's Education (DO 50, s. 2016 p. 4)

- a. For applicants who by ethnicity belong to an ICC / IP community, a certificate or any form of attestation from the IP elder(s) / leader(s) recognized by the community attesting that the applicant is a member of the IP community

## II. EDUCATIONAL QUALIFICATIONS

### A. Kindergarten

(DO 7, S. 2015 and DO 22, s. 2015)

1. He/She must have obtained any of the following degrees, or its equivalent:

#### Degrees: p. 8

- a. Bachelor in Early Childhood Education
- b. Bachelor of Science in Pre-school Education
- c. Bachelor of Science in Family Life and Child Development
- d. Bachelor in Elementary Education, with specialization in Kindergarten, Pre-school of Early Childhood Education (ECE)
- e. Bachelor in Elementary Education, Major in Teaching Early Grades
- f. Bachelor of Arts / Science Degree in discipline allied to Education, such as Psychology, Nursing, Music and Arts, etc. with at least 18 units in content courses or subjects in Early Childhood Education

#### Equivalent:

- a. Bachelor in Elementary Education, Major in Special Education (SpEd) with 18 units in Early Childhood Education
- b. Bachelor of Secondary Education with additional Diploma in Early Childhood Education including Practice Teaching in Kindergarten Education
- c. Other degree courses and/or with at least 18 units in Early Childhood Education

2. Kindergarten teacher applicants must not be more than forty-five (45) years old. p. 9



## B. Senior High School

(DO 3, s. 2016)

### 1. Academic Track and Core Subjects

p. 28

- Bachelor's degree with a major in the relevant strand/subject
- Any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject

### 2. Arts and Design Track

p. 29

- Bachelor's degree with a major in field(s) under the Track
- Any Bachelor's degree plus at least 15 units of specialization in the relevant subject

### 3. Sports Track

p. 30

- Bachelor's degree with a major in field(s) under the track
- Any Bachelor's degree plus 15 units of specialization in fields under the Track

### 4. Technical – Vocational Livelihood Track

p. 31

- Bachelor's degree holder
- Graduate of technical – vocational course(s) in the area of specialization
- At least NC – II appropriate to the specialization

## C. Special Education

(DO 7, S. 2015 and DO 22, s. 2015)

### 1. Elementary

p. 9

| Educational Qualification     | Requirement  |
|-------------------------------|--|
| BSEEd<br>BS Special Education | With Specialization in Special Education – Undergraduate   |
| BSEEd<br>BSSPEd               | With 18 units MA–SpEd and 3 years of actual teaching in SpEd<br>Very Satisfactory Performance Rating |
| BSEEd<br>BSSPEd               | With 15 units MA–SpEd and 4 years of actual teaching in SpEd<br>Very Satisfactory Performance Rating |
| BSEEd<br>BSSPEd               | With 12 units MA–SpEd and 5 years of actual teaching in SpEd<br>Very Satisfactory Performance Rating |
| BSEEd<br>BSE                  | With 9 units MA–SpEd and 6 years of actual teaching in SpEd<br>Very Satisfactory Performance Rating  |
| BSEEd<br>BSSPEd<br>BSE        | With teaching experience in SpEd or Inclusive setting<br>Very Satisfactory Performance Rating        |

In cases where applicants do not have the appropriate educational qualifications for SpEd, they may still be evaluated but shall be categorized separately from those who have met the said requirements. p. 10

- He/She must have at least three (3) years of experience in providing educational services to any of the categories of children with special needs. This is to be verified by a certification from the Principal to be submitted as part of the application.



- b. A certification from the Principal that the applicant has had a Very Satisfactory performance rating for the last three (3) years must be submitted as part of the application.

**5. Secondary**

p. 10

- a. Bachelor of Secondary Education, major in Special Education
- b. Bachelor of Secondary Education plus 18 units in Special Education in the Graduate level
- c. Bachelor of Secondary Education plus 15 units in Special Education with 2 years of Very Satisfactory teaching experience in the regular schools and is willing to be trained within a year
- d. Bachelor of Secondary Education plus 12 units in Special Education with 4 years of Very Satisfactory teaching experience in the regular schools and is willing to be trained within a year
- e. Bachelor of Secondary Education plus 9 units in Special Education with 6 years of Very Satisfactory teaching experience in the regular schools and is willing to train within a year
- f. Bachelor of Secondary Education plus 2 years of Very Satisfactory teaching experience as a SpEd teacher

**III. APPLICATION PROCEDURE**

(DO 7, s. 2015)

1. All applicants shall register to the Department's online system at [application.deped.gov.ph](http://application.deped.gov.ph), where they must encode their Personal Data Sheet and select the division where they want to be ranked. Once submitted, an Applicant Number will be issued. In the submission of application requirements, this Number must be indicated. p. 2
2. Each division shall assign an e-mail address (either its official division office's e – mail or its HR's e – mail) where the system will forward the applications. p. 3
3. Teacher applicant for Kindergarten, Elementary, and Junior High School shall submit to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists, a written application, with the Applicant Number indicated, supported by the Application Requirements stated above (I. APPLICATION REQUIREMENTS). p. 3
4. Teacher applicant for the Senior High School shall submit to the Schools Division Office – Senior High School Committee, a written application, with the Applicant Number indicated, supported by the Application Requirements stated above (I. APPLICATION REQUIREMENTS)
5. All pertinent papers / application requirements must be arranged according to the sequence listed in I. Application Requirements.
6. Tabbing in the application requirements must be made to facilitate in the evaluation of pertinent papers. For Senior High School Teacher applicants, please see Annex C.
7. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity. Any violation will automatically disqualify the applicant from the selection process. p. 3



#### IV. EVALUATION CRITERIA

##### 1. Regular Class

(DO 7, s. 2015 p. 7)

|                           | CRITERIA                        | POINTS     |
|---------------------------|---------------------------------|------------|
| <b>Kindergarten</b>       | Education                       | 20         |
|                           | Teaching Experience             | 15         |
| <b>Elementary</b>         | LET / PBET Rating               | 15         |
|                           | Specialized Training and Skills | 10         |
| <b>Junior High School</b> | Interview                       | 10         |
| <b>Special Education</b>  | Demonstration Teaching          | 15         |
|                           | Communication Skills            | 15         |
|                           | <b>TOTAL</b>                    | <b>100</b> |

##### 2. Senior High School

(DO 3, s. 2016 p. 9)

| CRITERIA                                   | Academic and Core Subjects               | TVL                    | Arts and Design | Sports     |
|--|--|------------------------|-----------------|------------|
|  | Groups I (A, B, C, D), II, III (A and B) | Groups IV (A, B, C, D) | Group V         | Group VI   |
| Education                                  | 20                                       | 15                     | 15              | 15         |
| Teaching / Industry / Workplace Experience | 15                                       | 20                     | 20              | 20         |
| Portfolio / Outstanding Achievements       | 10                                       | 10                     | 15              | 15         |
| Specialized Training                       | 10                                       | 20                     | 15              | 15         |
| Interview                                  | 15                                       | 15                     | 15              | 15         |
| Demonstration Teaching                     | 20                                       | 15                     | 15              | 15         |
| English Communication Skills               | 10                                       | 5                      | 5               | 5          |
| <b>TOTAL</b>                               | <b>100</b>                               | <b>100</b>             | <b>100</b>      | <b>100</b> |

##### 3. Indigenous People's Education

(DO 50, s. 2016 pp. 8 – 9)

| CRITERIA                        | POINTS     |
|---------------------------------|------------|
| Education                       | 15         |
| Teaching Experience             | 10         |
| LET / PBET Rating               | 15         |
| Specialized Training and Skills | 15         |
| Interview                       | 20         |
| Demonstration Teaching          | 20         |
| English Communication Skills    | 5          |
| <b>TOTAL</b>                    | <b>100</b> |



## V. ORIENTATION SCHEDULE

|                        |  |
|------------------------|--|
| February 8, 2017       | Morning – Orientation of school heads (Kinder, Elementary, and Special Education at Tubod Central Elem. School<br>Afternoon – Orientation of school heads (Junior High School and Senior High School at Tubod Central Elem. School |
| February 10, 2017      | Orientation schedule for Teacher I applicants at Tubod Central Elem. School.   |
| February 13 – 24, 2017 | Submission of pertinent papers of Teacher I applicants   |
| March 6 – 17, 2016     | Demonstration lesson and interview   |

### Speakers During the Orientation

|                    |  |
|--------------------|--|
| Kindergarten       | Chair and Members of the Screening Committee |
| Elementary         |  |
| Junior High School |  |
| Senior High School |  |
| Special Education  |  |

### Venue for the Demonstration and Interview

|                    |  |
|--------------------|--|
| Kindergarten       | Tubod Central Elem. School                         |
| Elementary         |  |
| Junior High School | Maigo National High School                         |
| Senior High School | Lanao del Norte National Comprehensive High School |
| Special Education  | Maranding Central Elem. School                     |

For information and compliance.

jyrc 2/1/2017



## COMMITTEES OF DIFFERENT GRADE/YEAR LEVEL

| KINDERGARTEN LEVEL                                  |                          |
|---|--------------------------|
| <b>Chairman:</b> Teresita B. Ilago, EPSvr           |                          |
| <b>Members:</b>                                     | <b>Secretariat:</b>      |
| Robin L. Tabar, EPSvr                               | Mary Rose T. Carillo     |
| Jamila M. Arumpac, PSDS                             |                          |
| Hydee P. Eya, P-I                                   |                          |
| Carol P. Balwit, P-I                                |                          |
| ELEMENTARY LEVEL                                    |                          |
| <b>Chairman:</b> Maria Carmela T. Ablin, Chief SGOD |                          |
| <b>Members:</b>                                     | <b>Secretariat:</b>      |
| Arlene D. Manginsay, EPSvr                          | Jennifer R. Intong       |
| Trinidad S. Caylan, PSDS                            | Fiel Robinson B. Sevilla |
| Lydia D. Linggolinggo, PSDS                         |                          |
| Ervin M. Planas, PSDS                               |                          |
| Josephine V. Vizcaya, P-I                           |                          |
| SPECIAL EDUCATION                                   |                          |
| <b>Chairman:</b> Angelito Barazona, EPSvr           |                          |
| <b>Members:</b>                                     | <b>Secretariat:</b>      |
| Josephine Ignacio, P-I                              | Jocelyn R. Camiguing     |
| Jasmin Marohom, P-I                                 |                          |
| Marife Vicoy, P-I                                   |                          |
| SECONDARY LEVEL (Junior High School)                |                          |
| <b>Chairman:</b> Myrna Lyn M. Marohom, Chief CID    |                          |
| <b>Members:</b>                                     | <b>Secretariat:</b>      |
| Tita F. Tubongbanua, EPSvr                          | Maelene B. Tuastumban    |
| Claudia G. Burgonia, P-II                           | Meliza E. Gamale         |
| Imelda C. Gerali, P-I                               | Fropha Glien F. Lagumbay |
| Vellma Lou B. Alimanza, P-I                         |                          |
| Jocelyn M. Manosa, P-I                              |                          |
| Editha P. Sumagang, P-I                             |                          |
| Gerlyn T. Bihag, P-I                                |                          |
| Marichu a. Licanda, P-I                             |                          |
| SECONDARY LEVEL (Senior High School)                |                          |
| <b>Chairman:</b> Edwin R. Maribojoc, ASDS           |                          |
| <b>Members:</b>                                     |                          |
| Lorraine C. Olavides, EPSvr                         | Dante M. Alboroto, P-I   |
| Ma. Eva S. Edon, EPSvr                              | Superiano Maglangit, P-I |
| Rosalio R. Vios, EPSvr                              | Danilo Anticamara, P-I   |
| Belen T. Bastillada, EPSvr                          | Leonilo Gorecho, P-I     |
| Carolina D. Clarito, P-IV                           |                          |
| Bienvenida N. Nisnisan, P-I                         | <b>Secretariat:</b>      |
| Francisca S. Larin, P-I                             | Clair L. Banguis         |
| Leticia Lagura, P-II                                | Wilson Marc Mabao        |
| Marilou Apat, P-II                                  | Donna F. Aguilar         |
| Rodulfo C. Villarosa, P-I                           | Dan A. Jutba, Jr.        |