DIVISION MEMORANDUM
No. 45 S. 2022 **07 FEBRUARY 2022**

CALL FOR APPLICATIONS FOR TEACHER 1 POSITION for SCHOOL YEAR (SY) 2022-23

TO: OIC-Assistant Schools Division Superintendent
CID Chief
SGOD Focal Person
Education Program Supervisor
Division Human Resource Personnel
School Heads/Officers-In-Charge (Elementary, JHS, SHS)
All Others Concerned

1. This is to announce to the field that the Division is accepting applications for Teacher I position in the Elementary, Junior High School (JHS) and Senior High School (SHS) for School Year 2021-22. Teacher-Applicants regardless of age, sex, civil service, ethnicity, disability, religion and political affiliation are advised to submit their application in our Division website portal (depedimuscity.com; application online portal-services-online services-vacancies) on or before February 24, 2022. The following documentary requirements shall be uploaded:

   a. Letter of intent addressed to the School Head of the preferred school,
   b. CSC Form 212 (Revised 2017) with the latest 2x2 ID picture,
   c. Photocopy of valid and updated PRC License/ID,
   d. Photocopy of certificate of eligibility/Report of rating,
   e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post graduate, if applicable. TOR intended for board examination will not be acknowledged,
   f. Certificate/Computation of General Weighted Average (GWA)
   g. Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable,
   h. Certificates of trainings, if applicable
   i. Portfolio and/or outstanding achievements/accomplishments (***for SHS***), if any
   j. Photocopy of Technical Education & Skills Development Authority (TESDA) National (***for SHS***),
   k. Certificate (NC) for TVL teacher-applicants (***for SHS)***, if any
   l. Photocopy of Trainers Methodology Certificate (TM C) for TVL teacher-applicants (***for SHS)***, if any
   m. Photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild for Arts & Design Tracks teacher-applicants, if any ***(for SHS,)***
   n. Valid and updated NBI clearance,

DepEd Imus City ICT Unit
RECEIVED
Control #: Date:
By:
PUBLISHED
Date: FEB 8, 2022

AJA REGISTRARS ISO 9001:2015
AJA18-0156

o. Photocopy of Voter's ID or voter's certification
p. Omnibus certification of authenticity and veracity of all documents submitted signed by the applicant

2. This Office shall adhere to the requirements provided in the following existing guidelines on the appointment and promotion of teaching position:
   a. Elementary and Junior High School- DepEd Order No. 7, s. 2015 and DepEd Order 22, s. 2015;
   b. Senior High school- DepEd Order No. 3, s. 2016, DepEd Order No. 32, s. 2016 and DepEd Order No. 51, s. 2017

3. Schools are advised to submit the pre-evaluated teacher applications on or before March 4, 2022.

4. The timeline for the hiring and selection process are indicated below:

Activity	Date	Person/Committee involved
Acceptance and Online Registration	February 9 to February 24, 2022	Teacher-Applicants
Submission of pre-evaluated applications from the schools	February 28 to March 4, 2022	School PSB
Division evaluation of teacher-applicants viz-a-viz Qualification standards	March 7 to 11, 2022	Division HRMPSB Division Personnel
Simultaneous Demo Teaching and Interview	To be announced	Teacher-applicants Education Program Supervisors
Administration of EPT	To be announced	Division In-charge of EPT
Signing of individual evaluation sheet and consolidation of scores	March 29-31, 2022	Division HRMPSB Personnel
Preparation of Registry of Qualified Applicants	April 11 to 15, 2022 *(pending the result of the EPT)*	Division HRMPSB
Approval of RQA		Division HRMPSB SDS
Posting of RQA in website		Personnel

5. Teacher-Applicants in Registry of Qualified Applicants (RQA) School Year 2021-22 who are not appointed to a permanent position including SHS teachers shall undergo the entire recruitment and selection process.

6. Teacher-applicants shall register online thru http://bit.ly/Tea1AppReg from February 15 to 24, 2022. Only teacher-applicants with applications submitted/uploaded in the portal shall register online.

I in the elementary, junior and senior high school.

8. For queries and clarifications, you may contact Ms. Marilyn O. Anglo, HRMO at (046) 4198450.

9. Immediate dissemination of this Memorandum is desired.

ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent

Encl.: QS
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT	TEACHERS
EMPLOYMENT	SELECTION

QUALIFICATION STANDARDS

ELEMENTARY				
Position	Education	Experience	Training	Eligibility
Teacher I	Bachelor's Degree in Education or Bachelor's Degree with 18 professional units in Education	None Required	None Required	RA 1080 (Teacher-Elementary)/ RA 1080 (Teacher-Secondary)

JUNIOR HIGH SCHOOL				
Position	Education	Experience	Training	Eligibility
Teacher I	Bachelor's Degree in Education or Bachelor's Degree with 18 professional units in Education	None Required	None Required	RA 1080 (Teacher-Elementary)

SENIOR HIGH SCHOOL				
Position	Education	Experience	Training	Eligibility
(FOR THE ACADEMIC TRACK AND CORE SUBJECTS)				
Teacher I	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	Applicants for a permanent position: RA 1080 (Teacher); if not R A 1080 eligible', they must pass the LET within five (5) years after the date of first hiring • Applicants for a contractual *position: None* required • Practitioners (part-time only): None required
(FOR THE ARTS & DESIGN TRACK)				
Teacher I	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject	None required	None required	Applicants for a permanent position: RA 1080 (Teacher); if not R A 1080 eligible', they must pass the LET within five (5) *years after the* date of first hiring • Applicants for a contractual position: None

				required • Practitioners (part-time only): None required
(FOR THE SPORTS TRACK)				
Teacher I	Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track	None required	None required	Applicants for a permanent position: RA 1080 (Teacher); if not R A 1080 eligible', they must pass the LET within five (5) years after the date of first hiring • Applicants for a contractual position: None required • Practitioners (part-time only): None required
(FOR THE TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) TRACK)				
Teacher I	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	None required	At least NC* II *Appropriate to the specialization	Applicants for a permanent position: RA 1080 (Teacher); if not R A 1080 eligible', they must pass the LET within five (5) years after the date of first hiring • Applicants for a contractual position: None required • Practitioners (part-time only): None required