



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

August 29, 2023

DIVISION MEMORANDUM
NO. **444**, s. 2023

**ACCEPTING AND SCREENING OF TEACHER-APPLICANTS FOR SPECIAL
RANKING OF SENIOR HIGH SCHOOL, SY 2023-2024**

TO : SGOD and CID Chiefs
Education Program Supervisors I
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

1. In view of the natural vacancies and the need to hire substitute teachers in the Senior High School, this Office announces the acceptance and screening of teacher-applicants for Special Ranking of Senior High School, SY 2023-2024. The following schedule shall be followed:

DATE	ACTIVITIES	PERSON / COMMITTEE RESPONSIBLE
August 30 -September 4, 2023	Submission and receipt of documents of teacher-applicants (Senior High School) to the nearest secondary school in their residence	Sub-committee for receiving and verification of documents (school level)
September 5, 2023	Submission of verified documents of teacher-applicants to the SDO Records Section	Sub-committee for receiving and verification of documents (School Level)
September 6-7, 2023	Evaluation of submitted documents of teacher-applicants	Sub-committee for evaluation of documents (Division Level)
September 11-12, 2023	Demonstration Teaching/ Interview/ Accomplishment of TRF of teacher-applicants	Sub-committee for demonstration teaching (Division Level)
September 14, 2023	Completion and Finalization of Comparative Assessment Results - Registry of Qualified Applicants (CAR-RQA) SY 2023-2024	HRMPSB Committee



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga
Telephone No.: (045) 435-2728
eMail Address: pampanga@deped.gov.ph





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September 15, 2023	Posting of Comparative Assessment Results - Registry of Qualified Applicants (CAR-RQA) SY 2023-2024	HRMPSB Committee
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2. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliations are encouraged to apply.
3. The guidelines stipulated in the following DepEd Order shall be strictly followed;
 - a. for Senior High School Teacher II positions – DepEd Order No. 03, s. 2016 (Hiring Guidelines for Senior High School Positions Effective School Year 2016 – 2017)
 - b. DepEd Order No. 27, s. 2016 (Qualification Standards for Senior High School Teaching Positions Effective in the Department of Education)
 - c. DepEd Order No. 51, s. 2017 (Amended Qualification Standards for Senior High School Teaching Positions in the Technical Vocational Track and Order Clarifications on the Hiring Guidelines)
4. All applicants shall submit their application to the nearest Junior or Senior High School in their residence or school of their choice together with their letter of intent and pertinent documents as listed and placed in two (2) long folders with fastener.
 - a. Letter of Intent addressed to the Schools Division Superintendent. Attention: (School Head);
 - b. Duly accomplished CSC Form 212 (revised 2017) – with Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Photocopy of scholastic/academic record such as but not limited to Transcript of records (TOR) and Diploma, including completion of graduate and post graduate units/degree, if applicable;
 - f. Photocopy of Certificate/s of Training, if applicable;
 - g. Photocopy of Employment, Contract of service, or duly signed Service record, whichever is/are applicable;
 - h. NBI Clearance;



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- i. Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee; and
 - j. Checklist of Requirements of Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data privacy Act of 2012).
 - k. Portfolio for Outstanding Accomplishments (refer to DO 3, s. 2016)
 - l. For TVL applicants, attached the photocopy of National Certificate and Trainers Methodology Certificate from TESDA
5. Non-LET passers are no longer qualified to join the ranking.
6. All documents shall be submitted in a long folder with the following coding:

CLUSTER	COLOR CODE
I	Blue
II	Yellow
III	Red
IV	Green
V	Pink
VI	Orange
VII	Violet

7. The RQA shall be valid only for a period of one (1) School Year (2023 – 2024).
8. The following are the members of the Division HRMPSB and Division Sub-Committee for evaluation and demonstration teaching of Senior High School:

SECTOR/LEVEL	NAME	POSITION
Over-all Chairman (South and West Sector)	Melissa S. Sanchez, PhD, CESO VI	Assistant Schools Division Superintendent
Over-all Chairman (North and East Sector)	Shirley B. Zipagan, PhD, CESO VI	Assistant Schools Division Superintendent
	Dexter E. Pangilinan	Member – Administrative Officer IV
	JB B. Manalang	Member – Administrative Officer V
	Lolita L. Molano	Member – PSDS (NEU, President)
	Arceli S. Lopez	Member – SGOD Chief



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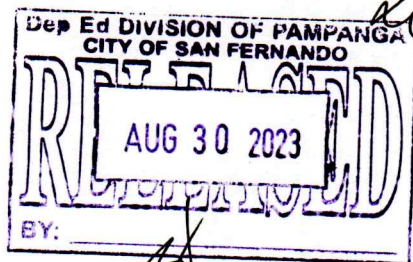
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BSUB-COMMITTEE FOR SHS DEMONSTRATION TEACHING AND SHS INTERVIEW		
SUBJECT/TRACK	NAME	POSITION
ARALING PANLIPUNAN/ HUMMS IC	Vilma T. Arcilla	EPSVr
	Ricky C. Balingit	PRINCIPAL III
	Cristelita S. Garcia	PRINCIPAL IV
ENGLISH/ HUMMS IA AND ID	June D. Cunanan	EPSVr
	Amable P. Lampa	OIC - SCHOOL HEAD
	Jocelyn S. Baluyut	PRINCIPAL IV
FILIPINO/ HUMMS IB	Cherry G. Vinluan	EPSVr
	Rita Dl Cunanan	PRINCIPAL IV
	Lilia G. Valdez	PRINCIPAL III
MATHEMATICS/ABM/ STEM IIIA	Garry L. Pangan	EPSVr
	Gil V. Tiongco	PRINCIPAL IV
	Rubyrosa C. Sagum	PRINCIPAL IV
MAPEH/SPORTS	Mary Anne Bernadette M. Samson	EPSVr
	Dolores I. Pelayo	PRINCIPAL IV
	Ruth P. Felix	PRINCIPAL I
SCIENCE / STEM IIIB	Paz I. Canlas	EPSVr
	Willet S. Perez	PRINCIPAL IV
	Maria Cristina Sandra V. Lagman	PRINCIPAL I
TLE/ TVL	Garry I. Dela Cruz	DIVISION COORDINATOR
	Naszer C. Yco	PRINCIPAL IV
	Jayson Flores	PRINCIPAL III
VALUES	Maria Carmen M. Evangelista	EPSVr
	Eloisa C. Lusung	PRINCIPAL III
	Bernadette Buenaventura	PRINCIPAL I

9. Immediate dissemination of this Memorandum is desired.

ROMEO M. ALIP PhD, CESO V
 Schools Division Superintendent

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