



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XII  
**KIDAPAWAN CITY DIVISION**  
Kidapawan City



January 21, 2021

**DIVISION MEMORANDUM**

No. 10 s. 2021

**SCHEDULE OF SELECTION AND RECRUITMENT OF TEACHERS FOR SCHOOL YEAR 2021-2022**

TO: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Teacher Applicants  
All others concerned

1. Pursuant to DepEd Order No. 9, s. 2016, "Reinforcement of DepEd Order Nos. 7 and 22, s. 2015 as the Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions" and DepEd Order No. 3, s. 2016, "Hiring Guidelines for Senior High School (SHS) Teaching Positions for SY 2016-2017", this Office announces the schedule of selection and recruitment process for Kindergarten, Junior and Senior High School teacher applicants of Kidapawan City for School Year 2021-2022, to wit:

Date	Activity/Task	Responsible Person(s)	Place/Venue
Jan. 18-28, 2021	Registration of applicants to given link	ICT Coordinator	depedkidapawancity.net
Jan. 29, 2021	Orientation on "Hiring Guidelines for Teacher I Positions for SY 2019-2020 and Senior High School Positions"	Division Selection Committee/Division Selection Sub-Committees/Elem. and Secondary School Heads/Teacher-Applicants	Google Link and FB Live
Feb. 1-12, 2021	Submission of application documents of teacher applicants to the School Screening Committees (Kindergarten and Junior High School)	School Screening Committees (Elem. & Sec.)	Elementary and Junior High Schools
	Submission of application documents of teacher applicants to the Division Screening Committee (Senior High School)	Division Screening Committee (Senior High School)	Schools Division Administrative Office
TBA	Administration of English Proficiency Test (EPT)	BEA, Division Selection Committee/Teacher applicants	Kidapawan City Pilot Elementary School



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Feb. 17, 2021	Submission of inspected documents of teacher applicants by the School Screening Committees to the Division Selection Sub- Committees	School Screening Committees/Teacher applicants	Respective District Offices
Feb. 22-26,2021	Review and evaluation of documents of teacher applicants	Division Selection Sub-Committees	Respective District Offices
March 1-5, 2021	Interview and Demonstration Teaching of teacher applicants	Division Selection Sub-Committees/ Teacher-applicants	Respective District Offices
March 8, 2021	Submission of Documents to Division Selection Committee	Division Selection Sub-Committees/ Division Selection Committee	Schools Division Office
March 15-19, 2021	Review and Consolidation of Results of the Individual Ranking of Applicants	Division Selection Sub-Committees/ Division Selection Committee	Schools Division Office
March 22, 2021	Initial Posting of the Registry of Qualified Applicants ( RQA)	Division Selection Sub-Committees/ Division Selection Committee	Schools Division Office
March 23-29, 2021	Publication of Registry of Qualified Applicants (RQA)	Division Selection Committee/ Secretariat/ HRMO	Schools Division Office
April 12, 2021	Submission of Finalized RQA	Division Selection Committee/ Secretariat/ HRMO/ SDS/RO/LGU	Schools Division Office/ Concerned Offices

2. A written application letter addressed to the Schools Division Superintendent of Kidapawan City Division shall be prepared and submitted by each applicant together with the following documents **sequentially arranged and intact in a properly marked folder**:

**For Kindergarten to Grade 10 Applicants (DepEd Order No. 7, s. 2015)**

- a. Letter of Intent/ Application Letter addressed to the Schools Division Superintendent, Through: Principal of the school
- b. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture;
- c. Certified Photocopy of PRC Professional Identification Card;( if available)
- d. Certified Photocopy of Ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teachers;
- e. Certified True Copy of Transcript of Records;
- f. Copies of Service Record, Performance Rating and School Clearance for those with teaching experience;
- g. Certificates of Specialized Trainings, if any;
- h. Certified True Copy of the Voter's ID **and/or** any proof of residency as deemed acceptable by the Screening Committee;
- i. National Bureau of Investigation (NBI) Clearance; and,





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- j. Omnibus Certification of Authenticity and Veracity of all documents submitted, duly signed by the applicant.
- k. Additional Requirements for:
  - 1. IP Applicants:
    - a. Any proof that applicant can speak the community's language with adequate fluency and ease to discuss various concerns;
    - b. A certificate or attestation from recognized IP leaders that the applicants have an in depth knowledge on IP IKSP.
  - 2. ALIVE Applicants
    - a. Result of Qualifying Examination for Arabic Language and Islamic Studies (QEALIS)
  - 3. SPED Applicants
    - a. Transcript of Record for the Degree or units earned in Special Education (SPED)
  - 4. Kindergarten Applicants
    - a. Transcript of Record for the Degree or units earned in Early Childhood Education (ECE)

***For Senior High School Applicants (DepEd Order No. 3, s. 2016)***

**Mandatory Requirements**

- a. Letter of intent which shall indicate the following information:
  - 1. Statement of purpose/ expression of interest
  - 2. Subject group he/she intends to teach
  - 3. Preferred school(s), if any
- b. CSC Form 212, Revised 2005 (Personal Data Sheet) in (2) copies with the latest 2x2 ID picture
- c. Certified photocopy of certificates of relevant specialized trainings, if any
- d. Certified copy of Voter's ID **and/or** any proof of residency
- e. National Bureau of Investigation (NBI) clearance
- f. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

**Additional Requirements**

- 1. Certified photocopy of Diploma on Bachelor's degree
- 2. Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject
- 3. Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration license
- 4. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)
- 5. Technical Education and Skills Development Authority (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 National Certificates (e.g. Handicraft courses) (TVL applicants only);
- 6. Certified photocopy of Trainers Methodology Certificate (TMC), if available (TVL applicants only);
- 7. Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/ organizations/ guild (Arts and Design and Sports Tracks applicants only);
- 8. Certified photocopy of Certification of Status of Employment/ Service Record from HEI/TVI (HEI/TVI faculty)



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9. Portfolio/Outstanding Achievement (Published Work, Recognized Innovations & Accomplishment in Research and Development Prizes, Awards, Recognitions, Letter of Commendation)
    - For Practitioners/Experts, include government- issued permit, (if self-employed), Certificate or proof of proficiency, certificate of recognition, certificate of accreditation from duly-recognized body.
  3. An applicant for Kindergarten to Grade 10 Positions shall submit his/her documents to the head of elementary and secondary school where a teacher shortage or vacancy exists (regular/or natural), while a SHS teacher applicant shall submit directly to the Schools Division Office, Attention: Juvy Lyn L. Mangibunong, AO IV, HRM Officer.
  4. Immediate and wide dissemination of this Memorandum is directed.

  
**OMAR A. OBAS, CESO V**  
Schools Division Superintendent