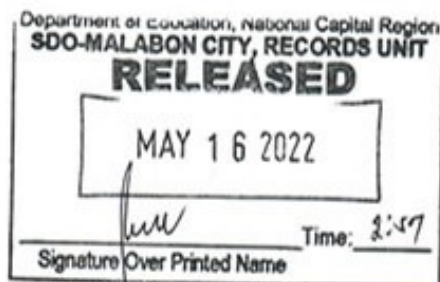




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE-MALABON CITY**



Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

No. 034, s. 2022

**RECRUITMENT, EVALUATION AND SELECTION OF ELEMENTARY AND JUNIOR  
HIGH SCHOOL TEACHER I APPLICANTS FOR SCHOOL YEAR 2022-2023**

To : OIC, Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC – Chief Education Supervisor, SGOD  
Education Program Supervisors & Public Schools District Supervisors  
Division Unit Heads & Specialists  
Public Elementary & Secondary School Heads/OIC  
The Concerned Public

1. The field is hereby informed that the Recruitment, Evaluation and Selection of Teacher I Applicants from Elementary to Junior High School for School Year 2022-2023 is **now officially open**.

Position	Education	Training	Experience	Eligibility
Teacher 1 (Elementary)	Bachelor's Degree in Elementary Education, or Bachelor's Degree with 18 Prof. Educ. Units	None Required	None Required	RA 1080 (Teacher)
Teacher 1 (Junior High School)	Bachelor's Degree in Secondary Education, or Bachelor's Degree with 18 Prof. Educ. Units	None Required	None Required	RA 1080 (Teacher)

2. The Schools Division Office – Malabon City welcomes all qualified applicants to these positions regardless of their age, sexual orientation, and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation as stipulated in Division Memorandum No. 014, s. 2022 titled, DepEd – Schools Division Office – Malabon City Equal Opportunity Principle dated February 15, 2022.

3. School Heads through the School Selection Committees are enjoined to prepare and display streamers/tarpaulins in front of the school regarding the recruitment/hiring of the above-mentioned teacher-applicants which **will run until June 17, 2022**. The streamer should contain the required documents to be submitted and information on recruitment period.

4. **ALL applications should be first submitted in the school.**

5. Elementary schools should only accept teacher-applicants with area of specialization in pre-school and elementary. They should endorse the teacher-applicants with specialization in secondary level in the nearest high school of the



Ninoy Aquino Elementary School Comp. Maya-maya St.,  
Longos, Malabon City  
(02) 83751995; 83748708; 83748729  
malabon.city@deped.gov.ph <http://depedmalaboncity.ph>



applicant's residence, and vice-versa. Per guidelines, teacher-applicants should only apply in the field or area of specialization.

6. All interested and qualified applicants shall prepare and submit the following pertinent documents to the School Selection Committee of the school they intended to apply not later than **June 17, 2022**, to be fastened in a long folder with earmarks, arranged as listed below:

- a. Omnibus Certification of Authenticity and Veracity of All Documents submitted, with Checklist of Requirements
- b. Letter of Intent addressed to the Schools Division Superintendent
- c. CSC Form 212, (Revised 2017) with recent passport size ID picture
- d. Authenticated Photocopy of LET or PBET Rating
- e. Authenticated Photocopy of updated PRC License and ID and if expired, proof of renewal
- f. Certified Copy of Transcript of Records (TOR) with **General Weighted Average/GWA conversion signed by the College/University Registrar**
- g. Certificate of specialized training, if any
- h. Duly Signed Service Record
- i. Duly Signed Performance Evaluation/Rating (for those with teaching experience)
- j. Duly Signed by the School Administrator the School Clearance for those with teaching experience
- k. Voter's ID
- l. Photocopy of Voter's ID
- m. NBI Clearance
- n. Passport if any
- o. PSA Birth Certificate and Marriage Contract (if married)
- p. English Proficiency Test Results, if already taken from other Division

7. Pertinent documents shall be submitted in color-coded, long-size folders and arranged according to paragraph 6 of this Memorandum.

Level	Color
Kinder	Pink
Elementary	Red
<b>Junior HS</b>	
English	Dark Blue
Filipino	White
Mathematics	Orange
Science	Sky Blue
Araling Panlipunan	Green
Technology & Livelihood Education	Violet
Music, Arts, PE, & Health	Brown
Edukasyon sa Pagpapakatao & SpEd	Yellow

8. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. **Any false and fraudulent document submitted shall be grounds for disqualification.**

9. **Second coursers are required to submit their Certified Copy of Transcript of Records (TOR) with GWA of their Baccalaureate Degree and Professional Education Units.**

10. As provided in Sec. 26 (b) Paragraph 2 of RA 9293 entitled "An Act Amending Certain Sections of Republic Act Numbered Seventy-eight Hundred and Thirty-six (RA 7836), Otherwise Known as the Philippine Teachers Professionalization Act of 1994," **teachers who have not practiced their profession for the past five (5) years shall be required to take at least twelve (12) units in education courses, consisting of at least six (6) units of content courses.**

11. Per DepEd Order 7, s. 2015, the School Screening Committee shall prepare and submit the Rosters and Results of the Initial Screening of Papers (with template) together with the pertinent papers to this Office thru the **Records Unit, Attention:**



**Personnel Unit not later than 12:00 noon of June 30, 2022.** Please refer to Item 6.2.1.2 of said DepEd Order, for reference.

12. Teacher I applicants are required to register **on or before June 16, 2022** to this link: <https://bit.ly/EPTONLINEAPPLICATION2022> to be able to take the English Proficiency Test. They are advised to create a new e-mail address intended for this application following the format: firstname.surname@gmail.com. Cellphone should at least be a smart or sun network.

13. In adherence to existing health and safety protocols in line with the existing alert level system due to covid-19 pandemic, interview shall be done virtually. Demonstration Teaching shall be video recorded. The video shall be limited to at least 15 - 20 minutes only (180 to 720 resolution only) converted to MP4 and shall be submitted together with the pdf file of Lesson Plan and CSC Form 212 to the links provided in the Inclosure no. 3.

14. All applicants shall be evaluated in accordance with 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).

15. Teacher-applicants shall undergo the pre-employment mental/physical and medical examinations required under the Magna Carta for Public School Teachers only prior to the issuance of their appointment by the appointing authority and before they perform their actual teaching assignments.

16. In case that an applicant wishes to re-apply for the next Registry of Qualified Applicants (RQA) but no longer wanted to be interviewed, the said applicant shall submit his/her letter of intent to the Schools Division Superintendent. The points earned by the Teacher-applicants in the previous RQA may be honored unless they will be able to present new documents to update their points.

17. Enclosed are the following:  
a. Schedule of Activities  
b. Omnibus Certification of Authenticity and Veracity of Documents  
c. Links for the Video Recorded Demonstration Teaching, PDF Files of PDS and Lesson Plan

18. For inquiries and clarifications, you may call at telephone numbers 8375-1995 or 8374-8708.

19. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

  
**MAURO C. DE GULAN**  
Schools Division Superintendent

Encl.: As Stated

Reference: DepEd Order No. 9, s. 2016, DepEd Order 7, and 22 s. 2015

To be indicated in the **Perpetual Index**

Under the following subjects:

EMPLOYMENT

RECRUITMENT

REQUIREMENTS

TEACHERS

**SCHEDULE OF ACTIVITIES**

<b>Date</b>	<b>Activities</b>	<b>Persons Responsible/ In-Charge</b>
May 16 – June 16, 2022	<ul style="list-style-type: none"> <li>• Submission of Pertinent Papers</li> <li>• Uploading of Video Recorded Demonstration Teaching, and PDF copies of Lesson Plans and PDS</li> </ul>	<p>Applicants</p> <p>Schools</p>
June 17, 2022	<ul style="list-style-type: none"> <li>• Deadline of Submission</li> </ul>	Schools
June 20 – 29, 2022	<ul style="list-style-type: none"> <li>• Initial Screening of Papers</li> </ul>	School Selection Committees
June 30, 2022	<ul style="list-style-type: none"> <li>• Deadline of Submission of Results of the Initial Screening of Papers</li> </ul>	<p>School Selection Committees</p> <p>School Head</p>
July 1 – 7, 2022	<ul style="list-style-type: none"> <li>• Appraisal of Documents</li> </ul>	Personnel Unit
July 11 – 13, 2022	<ul style="list-style-type: none"> <li>• Evaluative Screening of Pertinent Papers</li> </ul>	Division Screening Committee
July 14 – 18, 2022	<ul style="list-style-type: none"> <li>• Online Interview of Teacher-Applicants</li> <li>• Evaluation of Recorded Video Demonstration Teaching</li> </ul>	<p>Applicants</p> <p>Division Screening Committee</p>
July 20, 2022	<ul style="list-style-type: none"> <li>• Submission of DSC of the Official Result</li> </ul>	<p>Division Screening Committee</p> <p>Personnel Unit</p>
July 20 – 22, 2022	<ul style="list-style-type: none"> <li>• Tentative Schedule of Computer-Based English Proficiency Test</li> </ul>	<p>Personnel Unit</p> <p>SGOD – SM &amp; ME Section</p>
July 27 - 29, 2022	<ul style="list-style-type: none"> <li>• Approval of the Schools Division Superintendent of the Registry of Qualified Teacher 1 Applicants</li> <li>• Posting of the Registry of Qualified Teacher 1 Applicants</li> </ul>	<p>Personnel Unit</p> <p>OSDS</p>

Inclosure No. 2

### Omnibus Certification of Authenticity and Veracity of Documents

I, \_\_\_\_\_, Filipino, of legal age, with permanent address at \_\_\_\_\_, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for \_\_\_\_\_ at \_\_\_\_\_;  
*Position School*  
\_\_\_\_\_  
*Address of School*

2. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.

3. By executing this **Omnibus Certification of Authenticity and Veracity of Documents**, I hereby authorize the Department of Education, Schools Division of Malabon City through the School Principal, to verify the authenticity of the abovementioned documents.

\_\_\_\_\_  
*Signature over printed name*

\_\_\_\_\_  
*Date*

SUBSCRIBED AND SWORN to before me in City / Municipality \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2022, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Notary Public

Inclosure No. 3

**LINKS FOR THE VIDEO RECORDED DEMONSTRATION TEACHING, PDF FILES  
OF PDS AND LESSON PLAN**

<b>Level</b>	<b>Link</b>
<b>Kinder</b>	<a href="https://bit.ly/ELEMKINDERDemoTeachingVideoLessonPlanPDS2022">https://bit.ly/ELEMKINDERDemoTeachingVideoLessonPlanPDS2022</a>
<b>Elementary</b>	
Malabon District 1	<a href="https://bit.ly/ELEMDISTRICT1DemoTeachingVideoLessonPlanPDS2022">https://bit.ly/ELEMDISTRICT1DemoTeachingVideoLessonPlanPDS2022</a>
Malabon District 2	<a href="https://bit.ly/ELEMDISTRICT2DemoTeachingVideoLessonPlanPDS2022">https://bit.ly/ELEMDISTRICT2DemoTeachingVideoLessonPlanPDS2022</a>
Malabon District 3	<a href="https://bit.ly/ELEMDISTRICT3DemoTeachingVideoLessonPlanPDS2022">https://bit.ly/ELEMDISTRICT3DemoTeachingVideoLessonPlanPDS2022</a>
Malabon District 4	<a href="https://bit.ly/ELEMDISTRICT4DemoTeachingVideoLessonPlanPDS2022">https://bit.ly/ELEMDISTRICT4DemoTeachingVideoLessonPlanPDS2022</a>
Malabon District 5	<a href="https://bit.ly/ELEMDISTRICT5DemoTeachingVideoLessonPlanPDS2022">https://bit.ly/ELEMDISTRICT5DemoTeachingVideoLessonPlanPDS2022</a>
<b>Junior High School</b>	
English	<a href="https://bit.ly/JHSENGLISHDemoTeachingVideoLessonPlanPDS2022">https://bit.ly/JHSENGLISHDemoTeachingVideoLessonPlanPDS2022</a>
Filipino	<a href="https://bit.ly/JHSFILIPINODemoTeachingVideoLessonPlanPDS2022">https://bit.ly/JHSFILIPINODemoTeachingVideoLessonPlanPDS2022</a>
Mathematics	<a href="https://bit.ly/JHSMATHDemoTeachingVideoLessonPlanPDS2022">https://bit.ly/JHSMATHDemoTeachingVideoLessonPlanPDS2022</a>
Science	<a href="https://bit.ly/JHSSCIENCEDemoTeachingVideoLessonPlanPDS2022">https://bit.ly/JHSSCIENCEDemoTeachingVideoLessonPlanPDS2022</a>
Araling Panlipunan	<a href="https://bit.ly/JHSAPDemoTeachingVideoLessonPlanPDS2022">https://bit.ly/JHSAPDemoTeachingVideoLessonPlanPDS2022</a>
Technology & Livelihood Education	<a href="https://bit.ly/JHSTLEDemoTeachingVideoLessonPlanPDS2022">https://bit.ly/JHSTLEDemoTeachingVideoLessonPlanPDS2022</a>
Music, Arts, PE, & Health	<a href="https://bit.ly/JHSMAPEHDemoTeachingVideoLessonPlanPDS2022">https://bit.ly/JHSMAPEHDemoTeachingVideoLessonPlanPDS2022</a>
Edukasyon sa Pagpapakatao & SpEd	<a href="https://bit.ly/JHSESPSPEDDemoTeachingVideoLessonPlanPDS2022">https://bit.ly/JHSESPSPEDDemoTeachingVideoLessonPlanPDS2022</a>