



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

DepEd Division of Batangas
Records Section
RECEIVED
Tracking No. R2-118944
Timestamp: 06/01/22 9:26 PM

June 1, 2022

DIVISION MEMORANDUM
No. 161, s. 2022

**RECRUITMENT, SELECTION, EVALUATION AND RANKING FOR TEACHING
POSITIONS FOR SY 2022-2023**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In consonance with the following DepEd Orders, the Schools Division Office (SDO) Batangas Province announces the recruitment, selection, evaluation, and ranking of teacher applicants for School Year 2022 – 2023:
 - a. (DO) No. 7 s. 2015 (Hiring Guidelines for Teacher I Positions Effective School Year 2015-2016 from Kindergarten to Grade 10);
 - b. DO No. 22 s. 2015 (Hiring Guidelines for the Remaining Teaching Positions Effective School Year 2015-2016 from Kindergarten to Grade 10);
 - c. DO No. 3 (Hiring Guidelines for Senior High Teaching Positions Effective SY 2016 – 2017);
 - d. DO No. 32 s. 2016 (Addendum to DO No. 3, s. 2016); and
 - e. DO No. 51, s. 2017 (Amended Qualification Standards for Senior High School Teaching Positions in the Technical Vocational Livelihood Track and Other Clarifications on the Hiring Guidelines).

2. Likewise, although we have the new Merit Selection Plan as stated in DO No. 19, s. 2022, we shall continue to be governed by the existing policies and guidelines, as applicable. Paragraph 3 of DepEd Memorandum No. 41, s. 2022 (Transitory Measures on the Implementation of DO No. 19, s. 2022) states that: ***“In the light of transitory activities, the implementation of DepEd MSP per DO 19, s. 2022 shall commence on September 01, 2022. All vacant positions that are published and posted prior to September 01, 2022, including all ongoing recruitment, selection, and appointment actions, shall continue to be governed by the existing policies and guidelines”.***

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎ (043) 722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉ deped.batangas@deped.gov.ph
🌐 www.depedbatangas.org



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

- To further achieve the principles of merit and fitness, objectivity and uniformity in evaluation, and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation of applicants, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliations.
- The activities and the dates for the entire process shall be as follows:

DATE	ACTIVITIES	COMMITTEE RESPONSIBLE
June 6 – 17, 2022	Submission of documents to School Screening Committee	Teacher-Applicant/ School Screening Committee
June 24, 2022	Submission of documents at the District through the Member of the Division Sub-Committee	School Screening Committee/ Division Sub Committee (District)
June 27, 2022	Submission of the list for English Proficiency Test(EPT) at the Division Office thru the ASDS official email	Division Sub Committee (District)
July 11 – 22, 2022	District Evaluation and Selection of Qualified Applicants	Division Sub Committee (District)/ Division Selection Committee
July 28 – 29, 2022	Submission of District Registry of Qualified Applicants (RQA) in Hard and Soft Copy to the office of the Chair of Division Selection Committee: For Elementary: ASDS Nicolas Burgos For Secondary: ASDS Nadine Celindro Email: sdobatangas.asds@deped.gov.ph Folder File name: <i>Name of District_RQAElementary2022</i> <i>Name of District_RQAJHS2022</i> <i>Name of District_RQASHS2022</i>	Division Sub Committee (District)/ Division Selection Committee
August 12, 2022	Submission of Registry of Qualified Applicants to the Appointing Authority	Division Selection Committee

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉deped.batangas@deped.gov.ph
🌐www.depedbatangas.org



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

5. Teacher-applicants are required to submit the following documents to the head of the elementary or secondary school:
 - a. CSC Form 212- Revised 2017 (Personal Data Sheet) in two copies with latest 2x2 ID Picture.
 - b. Certified photocopy of PRC professional identification card or a PRC certification of Good Standing, LET rating, and other information recorded in the PRC Office.
 - c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)
 - d. Certified copy of the transcript of record.
 - e. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
 - f. Certificates of specialized training, if any
 - g. Certified copy of the Voter's ID or any residency proof as deemed acceptable by the School Screening Committee
 - h. NBI Clearance
 - i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

6. Schools are advised to create their School Screening Committee chaired by the school head with four (4) teachers as members or they maybe chaired by the cluster school head in case of primary and multigrade schools in elementary while the Committee at the secondary level shall be chaired by the school head. Department Head and teachers from different learning areas shall be the members of the committee.

7. The School Screening Committee shall have the following functions:
 - a. Receives applications and documents;
 - b. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of the documents;
 - c. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted;
 - d. Produce copies of the received applications and documents before submitting the original submissions to the Division Sub-Committee.

8. The Public Schools District Supervisor shall chair the Division Sub Committee (District) with the following members:
 - a. Three (3) elementary school heads;
 - b. Three (3) secondary school heads;

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎ (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉ deped.batangas@deped.gov.ph
🌐 www.depedbatangas.org



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

- c. District President of the Philippine Elementary Schools Principal Association (PESPA), District President of National Association of Secondary School Heads, Inc. (NAPSSHI);
 - d. President of the Parent Teachers Association (District Level)
 - e. Representative of the Teachers/Faculty Association in the District
9. The Division Sub-Committee shall have the following functions:
- a. Receives from the School Screening Committee the list of applicants with the corresponding documents;
 - b. Verifies the documents submitted by the committee as to completeness, accuracy, authenticity, and veracity;
 - c. Evaluates applicants on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in the guidelines;
 - d. Reviews and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation;
 - e. Prepares separate district-wide RQAs for Kindergarten, Elementary, Junior High School and Senior High School;
 - f. Submit to the Chair of Division Selection Committee the District RQA for SY 2022 – 2023.
10. The Division Sub Committee (District) shall prepare the registry of qualified applicants using the format provided in Enclosure 1, and the soft copy can be downloaded from this link; <https://bit.ly/RQA-GUIDEandTEMPLATE>
11. The following guidelines are hereby given emphasis:
- a. Applicants shall submit their pertinent papers to the school nearest their resident address.
 - b. Teachers whose major are Elementary Education can **ONLY** apply to Elementary Level, and Secondary Teachers can apply to **BOTH** Junior High School and Senior High School.
 - c. Applicants who are not appointed in the last school year are required to submit pertinent papers for inclusion in the registry.
 - d. There shall be separate RQAs for Kindergarten, Elementary, Special Education Teacher, and Junior High School per subject area, and Senior High School per track.
 - e. The cut-off score for inclusion in the Registry of Qualified Applicant is seventy (70) points.

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎ (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉ deped.batangas@deped.gov.ph
🌐 www.depedbatangas.org



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

12. The finalization of the Registry of Qualified Applicants (RQA) will be facilitated and prepared by the Division Selection Committee.
13. Schedule and venue on the Administration of English Proficiency Test (EPT) will be announced on a separate Memorandum. Personnel-in-charge of the EPT are advised to coordinate with the chairman of the Division Selection Committee.
14. Teacher-applicants working in private schools shall coordinate with the PSDS of their respective district regarding the evaluation schedule to ensure that their current work will not be affected by the scheduled ranking.
15. Composition of Division Selection Committee:

Division Selection Committee (Elementary)	Division Selection Committee (JHS & SHS)
Chair: ASDS Nicolas Burgos	Chair: OIC ASDS Nadine Celindro
Members: <ol style="list-style-type: none">1. Mario Maramot, OIC - CID Chief2. Lucky May Lunar Pasia, Division Mathematics Coordinator3. Jimmy Morillo, EPS - MAPEH4. Aurelia Aguila, PESPA President5. Geraldine C. Ornales, Division Level President of PTA6. Lloyd L. Alvarez, President of Teachers/ Faculty Association	Members: <ol style="list-style-type: none">1. Marian Arias, OIC-SGOD Chief2. Emerson Dalangin-Division Science Coordinator3. Maria Leticia Basilan, EPS - ESP4. Donato Magboo, NAPSSPHIL President5. Geraldine C. Ornales, Division Level President of PTA6. Lloyd L. Alvarez, President of Teachers/ Faculty Association

16. For clarification regarding the details of the ranking guidelines and procedures, please refer to DepEd Order No. 7 s. 2015, DepEd Order No. 22 s. 2015, DepEd Order No. 3 s. 2016, DepEd Order No. 32 s. 2016 and DepEd Order No. 51, s. 2017.
17. Wide dissemination and strict compliance with this memorandum are desired.


MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎ (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉ deped.batangas@deped.gov.ph
🌐 www.depedbatangas.org



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS

**REGISTRY OF QUALIFIED APPLICANTS
 ELEMENTARY
 SY: 2022-2023**

AREA OF SPECIALIZATION: _____

DepEd Order No. 7 s. 2015

Name of Applicant	Address	Municipality	Educational Attainment Degree/ Course	Age	Education (20pts)	Teaching Experience (15pts)	LET / PBET Rating (15pts)	Specialized Training and Skills (10pts)	Interview (10pts)	Demo Teaching (15pts)	Communication Skills (15pts)	TOTAL 100%

Prepared and reviewed by: Division Sub Committee

 Member

 Member

 Member

 Member

 Member

 Chairperson



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
 (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
 ✉deped.batangas@deped.gov.ph
 🌐www.depedbatangas.or



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS

**REGISTRY OF QUALIFIED APPLICANTS
 ELEMENTARY
 SY: 2022-2023**

AREA OF SPECIALIZATION: _____

DepEd Order No.22 s. 2015

Name of Applicant	Address	Municipality	Educational Attainment Degree/ Course	Age	Education (20pts)	Teaching Experience (15pts)	LET / PBET Rating (15pts)	Specialized Training and Skills (10pts)	Interview (10pts)	Demo Teaching (15pts)	Communication Skills (15pts)	TOTAL 100%

Prepared and reviewed by: Division Sub Committee

 Member

 Member

 Member

 Member

 Member

 Chairperson



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662

✉deped.batangas@deped.gov.ph

🌐www.depedbatangas.or



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

**REGISTRY OF QUALIFIED APPLICANTS
 JUNIOR HIGH SCHOOL
 SY: 2022-2023**

SUBJECT AREA SPECIALIZATION: _____
DepEd Order No. 7 s. 2015

Name of Applicant	Address	Municipality	Educational Attainment Degree/ Course	Age	Education (20pts)	Teaching Experience (15pts)	LET / PBET Rating (15pts)	Specialized Training and Skills (10pts)	Interview (10pts)	Demo Teaching (15pts)	Communication Skills (15pts)	TOTAL 100%

Prepared and reviewed by: Division Sub Committee

Member

Member

Member

Member

Member

Chairperson



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
 (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
 ✉deped.batangas@deped.gov.ph
 🌐www.depedbatangas.or



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS

**REGISTRY OF QUALIFIED APPLICANTS
 JUNIOR HIGH SCHOOL
 SY: 2022-2023**

SUBJECT AREA SPECIALIZATION: _____
 DepEd Order No. 22 s. 2015

Name of Applicant	Address	Municipality	Educational Attainment Degree/ Course	Age	Education (20pts)	Teaching Experience (15pts)	LET / PBET Rating (15pts)	Specialized Training and Skills (10pts)	Interview (10pts)	Demo Teaching (15pts)	Communication Skills (15pts)	TOTAL 100%

Prepared and reviewed by: Division Sub Committee

Member

Member

Member

Member

Member

Chairperson



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
 (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
 ✉deped.batangas@deped.gov.ph
 🌐www.depedbatangas.or



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS

REGISTRY OF QUALIFIED APPLICANTS
SENIOR HIGH SCHOOL
 ACADEMIC TRACK
 SY: 2022-2023

STRAND: _____
 As per Deped Order No. 3 s. 2016

FULL NAME	ADDRESS	Municipality	Educational Attainment	AGE	SUBJECT GROUP	EDUCATION	TEACHING/ INDUSTRY/ WORKPLACE/ EXPERIENCE	SPECIALIZED TRAINING	INTERVIEW	ENGLISH COMMUNICATION SKILLS	PORTFOLIO / OUTSTANDING/ ACHIEVEMENTS	DEMO. TEACHING	GRAND TOTAL
			Degree/ Course			20%	15%	10%	15%	10%	10%	20%	100%

Prepared and reviewed by: Division Sub Committee

 Member

 Member

 Member

 Member

 Member

 Member

 Chairperson

DEPEDBATS-PER-F-046/R4/11-22-2022



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
 ☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
 ✉deped.batangas@deped.gov.ph
 🌐www.depedbatangas.or



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS

REGISTRY OF QUALIFIED APPLICANTS
SENIOR HIGH SCHOOL
TECHNICAL VOCATIONAL LIVELIHOOD
SY: 2022-2023

STRAND: _____
 As per Deped Order No. 3 s. 2016

FULL NAME	ADDRESS	Municipality	Educational Attainment	AGE	SUBJECT GROUP	EDUCATION	TEACHING/ INDUSTRY/ WORKPLACE/ EXPERIENCE	SPECIALIZED TRAINING	INTERVIEW	ENGLISH COMMUNICATION SKILLS	PORTFOLIO / OUTSTANDING/ ACHIEVEMENTS	DEMO. TEACHING	GRAND TOTAL
			Degree/ Course			15%	20%			20%	15%		5%

Prepared and reviewed by: Division Sub Committee

Member

Member

Member

Member

Member

Member

Chairperson

DEPEDBATS-PER-F-046/R4/11-22-2022



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
 ☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
 ✉deped.batangas@deped.gov.ph
 🌐www.depedbatangas.or



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

REGISTRY OF QUALIFIED APPLICANTS
SENIOR HIGH SCHOOL
SPORTS TRACK
SY: 2022-2023

As per Deped Order No. 3 s. 2016

FULL NAME	ADDRESS	Municipality	Educational Attainment	AGE	SUBJECT GROUP	EDUCATION	TEACHING/ INDUSTRY/ WORKPLACE / EXPERIENCE	SPECIALIZED TRAINING	INTERVIEW	ENGLISH COMMUNICATION SKILLS	PORTFOLIO / OUTSTANDING/ ACHIEVEMENTS	DEMO. TEACHING	GRAND TOTAL
			Degree/ Course			15%	20%	15%	15%	5%	15%	15%	100%

Prepared and reviewed by: Division Sub Committee

Member

Member

Member

Member

Member

Member

Chairperson



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
 ☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
 ✉deped.batangas@deped.gov.ph
 🌐www.depedbatangas.or