



MEMORANDUM

To : Elementary and Secondary School Heads

From : The Schools Division Superintendent

Subject : Hiring Guidelines for the Remaining Teacher I Positions
Effective SY 2015-2016

Date : June 10, 2015

1. As mandated by DepEd Order No. 22, s. 2015, entitled: "**Hiring Guidelines for Remaining Teacher I Positions Effective School Year (SY) 2015-2016**" dated June 2, 2015, and in order to augment the need of the Division of Camarines Sur for qualified teacher-applicants, a re-assessment shall be conducted.
2. Based on the hiring guidelines, the following are covered by this Order, Section 2, sub-section 2.2 is quoted hereunder as a basis of the re-assessment.
3. Only new applicants and applicants who were not included in the initial Registry of Qualified Applicants (RQA) are covered by this rule.
4. Applicants who have previously undergone the SY 2015-2016 evaluation process (per DO 7, s. 2015) but were not included in the initial Registry of Qualified Applicants (RQA) shall be covered by these guidelines. These applicants shall no longer undergo the entire evaluation process again; only a recalibration or updating of points in accordance with the modified points system set in these Guidelines shall be done.
5. The new applicants who wish to submit their intent, the following time frame should be observed:
 - 1) Announcement of Vacancies and Receipt of Applications - June 11-15, 2015 - School Level
 - 2) Verification and Validation of Documents Submitted - June 15-19, 2015 - School Level
 - 3) Evaluation and Selection of Qualified Applicants - June 22-24, 2015 - Division Level
 - 4) Appointment of Qualified Applicants - June 24-30, 2015 - School and Division
 - 5) Issuance of Assignment Order - July 1, 2015 - Division Level
 - 6) Monitoring of Division Office Compliance with Hiring Guidelines by the Regional Office
- 7) For the information, guidance and strict compliance of all concerned.

Arnulfo M. Balane
ARNULFO M. BALANE, CESO V
Schools Division Superintendent