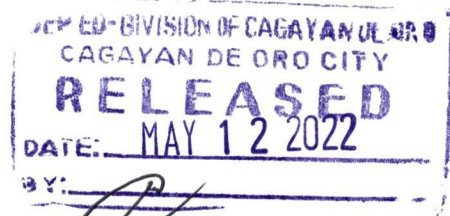




Republic of the Philippines  
**Department of Education**  
 REGION X  
 DIVISION OF CAGAYAN DE ORO CITY



**Office of the Schools Division Superintendent**

May 4, 2022

Division Memorandum  
 No. 178 s. 2022

**Recruitment, Evaluation and Selection of Teacher Applicants for Teacher I Positions in Elementary, Junior HS and Senior HS for SY 2022-2023**

To: Division Selection Committee Members  
 Division Ranking Secretariat  
 Public Schools District Supervisors  
 Public Elementary School Heads/ SICs  
 Public Secondary School Heads/ SICs  
 School Selection Committee  
 Teacher Applicant  
 This Division

1. The field is hereby informed of the ranking of applicants for Teacher I positions in Elementary, Junior HS and Senior HS for SY 2022-2023.
2. Document evaluation, interview and teaching demonstration shall be in accordance with the following DepEd Guidelines:

Level	DepEd Order
Kindergarten, Elementary, SPED & Junior HS	<b>DO 7, s. 2015:</b> Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016  <b>DO 81, s. 2012:</b> Additional Policy Guidelines on Hiring and Deployment of Kindergarten Teachers
Senior HS	<b>DO 3, s. 2016:</b> Hiring Guidelines for Senior High School Teaching Positions Effective School Year 2016-2017  <b>DO 51, s. 2017:</b> Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines

3. **ALL** interested teacher applicants are required to register online thru [bit.ly/CDOTeacherApplicantReg2022](http://bit.ly/CDOTeacherApplicantReg2022) on or before **May 31, 2022**. Once successfully registered, an auto-generated Deliberation Sheet shall be forwarded to the applicant's e-mail address. The Deliberation Sheet shall be attached on the left portion inside the applicant's folder upon submission.



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4. **New Applicants** shall submit the following documentary requirements to the school they intend to apply on or before **5pm of May 31, 2022**. Applicants who failed to submit their documents shall not be included in the pool of official applicants.
  - a. Letter of intent addressed to the Schools Division Superintendent;
  - b. Duly accomplished PDS (CSC Form 212, Revised 2017);
  - c. Photocopy of Unexpired PRC Identification Card;
  - d. Photocopy of PRC Certificate of Rating;
  - e. Photocopy of Transcript of Records (TOR) with Weighted General Average (WGA);
  - f. Photocopy of Service Record or Certificate of Employment, if applicable;
  - g. Photocopy of Certificates of Training, if applicable;
  - h. Photocopy of Voter's Certificate or any proof of residency;
  - i. Omnibus Sworn Statement.
5. Second coursers are required to submit the WGA of their Baccalaureate Degree and Prof Ed Units. **Applicants with no Weighted General Average (WGA) shall compute their own WGA to be reviewed by the School Screening Committee.**
6. **Old applicants** (included in the previous RQA and below RQA) who were already evaluated under DepEd Order 7, s. 2015 in SY 2021-2022 shall no longer resubmit their application documents but **MUST** submit a letter of intent to retain or update scores with supporting documents (if any).
7. Pertinent documents shall be submitted in color-coded, long size folders and arranged according to Item 4 of this Memorandum.

<b>Level/ Subject Area</b>	<b>Color</b>
<b>Kinder</b>	Pink
<b>Elementary</b>	Green
<b>SPED</b>	Red
<b>Junior HS:</b>	
English	Dark Blue
Mathematics	Yellow
Science	Orange
TLE	White
MAPEH	Violet
Values Education	Pink
Araling Panlipunan	Sky Blue
Filipino	Brown
<b>Senior HS:</b>	
ABM	Red
HUMSS	Blue
STEM	Yellow
TVL	Green
Sports& Arts & Design	Pink

8. Demonstration Teaching and Interview shall be conducted face to face at the following venues:

<b>District</b>	<b>Identified Receiving Schools and Demo &amp; Interview Venue</b>
<b>Elementary Applicants</b>	
Central	City CS
East I	East City CS
East II	Bugo CS
North I	North City CS
North II	Kauswagan CS
South	South City CS
Southwest I	Lumbia CS
Southwest II	Mambuaya ES
West I	West City CS



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District	Identified Receiving Schools and Demo & Interview Venue
West II	Bulua CS
Junior High School	Cagayan de Oro NHS (Junior)
Senior High School	Cagayan de Oro NHS (Senior)

9. Separate Memorandum shall be issued for the schedule and grouping assignments for Demo Teaching & Interview.
10. Applicants who took their English Proficiency Test (EPT) **BEFORE May 2020** are required to retake the said test.
11. Further, applicants who took their EPT from other Divisions **AFTER May 2020** are required to submit a duly signed Certificate of EPT Rating.
12. Designated **School Screening Committee** shall conduct initial evaluation of the applicant's qualifications in terms of Education, Experience, Training, and Eligibility.
13. Further, Designated **School Screening Committee** shall forward the authenticated, verified, and validated application documents, duly signed checklist, deliberation sheets and List of Applicants to the identified Receiving Schools on or before **June 6, 2022**.
14. Principals of the identified receiving schools shall ensure that all application documents are intact and secured.
15. Softcopies of the List of Applicants shall be forwarded to the designated sub-com secretariats for consolidation. Refer to Enclosure 2. Prescribed template for the Consolidated List of Applicants shall be downloaded from **bit.ly/2022RankingTemplates**. NO OTHER TEMPLATE SHALL BE USED.
16. **Sub-Committee Secretariats** shall prepare the Consolidated List of Applicants by District and Subject Area and forward softcopies, in excel file, to **pureza.villar@deped.gov.ph** on or before **June 3, 2022**.
17. Further, **Sub-Committee Secretariats** shall integrate the scores in the Registry during the document evaluation, demonstrating teaching and interview using the provided templates and forward the same to their respective consolidators.
18. This Office promotes the Equal Employment Opportunity Principle (EEOP). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
19. Enclosed in this Memorandum are the following:
  - a. Ranking Timeline
  - b. Demo Teaching and Interview Sub-Com & Secretariat
20. For clarifications and concerns, applicants may send a message to our DepEd Tayo Cagayan de Oro City FB page.
21. For your guidance and compliance.

  
**CHERRY MAE L. LIMBACO-REYES**  
 Schools Division Superintendent



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**Timeline for the Recruitment, Evaluation and Selection of Teacher Applicants for Teacher I Positions in Elementary, Junior HS and Senior HS for SY 2022-2023**

<b>Date</b>	<b>Activity</b>	<b>In-Charge</b>
May 17, 2022	Virtual Orientation for Teacher Applicants	DSC, Secretariat
May 11 – May 31, 2022	Online Registration of Teacher Applicants	Teacher Applicants
	Submission of Application Documents	Applicant, School Screening Committee
June 1 – 3, 2022	Verification and validation of application documents	School Screening Committee
June 6, 2022	Submission of verified application documents and List of Applicants to the District Sub-Com	School Screening Com, Sub-Com
June 7 – 14, 2022	Document Evaluation June 7, 2022 AM – Central PM – North I	Division Selection Com
	June 8, 2022 AM – East II PM – East I	
	June 9, 2022 AM – North II PM – West II	
	June 10, 2022 AM – Southwest II PM – Southwest I	
	June 13, 2022 AM – West I PM – South	
	June 14, 2022 AM – CDONHS (Junior HS) PM – CDONHS (Senior HS)	
June 15 – 17, 2022	English Proficiency Test	Applicant, Division Testing Coordinator
June 20, 2022	Orientation for Demo Teaching, Interview and Skills Validation	Division Selection Com, Sub-Com, Secretariat
June 21 – 24, 2022	Demo Teaching & Interview	Applicant, Sub-Com
June 27 – 29, 2022	Integration of scores to the Registry	Sub-Com Secretariats, Consolidators
June 30, 2022	Posting of SY 2022-2023 RQA	Division Selection Com, Secretariat

***If there are corrections in the entries, teacher-applicants are given fifteen (15) days from posting of the RQA to submit a letter request with attached supporting documents addressed to the Schools Division Superintendent.***



**Interview and Demo Teaching Sub Committees & Secretariat**

<b>Members</b>	<b>District/ Subject Area</b>	<b>Venue</b>	<b>Secretariat</b>
<b>KINDER, ELEMENTARY AND SPED</b>			
Shirley A. Merida – Chair Duque A. Caguindangan Andy P. Ligsanan	Central	City CS	Jenith Q. Balsicas jenith.balsicas@deped.gov.ph Anne Francis T. Singh annefrancis.singh@deped.gov.ph
Milagros P. Recamadas – Chair Annabelle J. Lariba Edgardo O. Yañez	East I	East City CS	Tito P. Yongao tito.yongao@deped.gov.ph Corazon Z. Bartoces corazon.bartoces@deped.gov.ph
Paraida C. Orangot – Chair Himaya Q. Cu Emerita G. Labis Roger L. Potane	East II	Bugo CS	Rosemarie H. Dullente rosemarie.dullente@deped.gov.ph Ursula Janeth G. Abellanosa ursulajaneth.abellanosa@deped.gov.ph
Jinky M. Arnejo – Chair Arnold P. Tejero Adelina Encabo Ma. Del T. Magallano Ma. Censusa Abuel	North I	North City CS	Jay T. Hebia jay.hebia@deped.gov.ph
Marichelle F. Saga – Chair Catalina Oliveros Melba S. Omandam Reynante L. Jumilla	North II	Kauswagan CS	Norma D. Ucab norma.ucab001@deped.gov.ph Merlyn S. Bahian merlyn.bahian001@deped.gov.ph
Margie G. Andrade – Chair Jerry P. Taruc Karen C. Verdad	South	South City CS	Basilisa G. Gayramara basilisa.gayramara001@deped.gov.ph Angelito U. Felicilda angelito.felisilda001@deped.gov.ph
Anita M. Gochuco – Chair Celso L. Pagulon Raul A. Dechosa	West I	West City CS	Jinnefer D. Espina jinnefer.espina001@deped.gov.ph Naomi D. Tocmohan naomi.tocmohan@deped.gov.ph
Marife A. Ramos - Chair Jemuel M. Galay Ma. Lodel Daabay	West II	Bulua CS	Pedrita R. Jordan pedrita.jordan@deped.gov.ph Candolyn L. Quilit candolyn.quilit@deped.gov.ph
Cynthia V. Yañez - Chair Alma B. Penonia Paul Y. Badon	Southwest I	Lumbia CS	Maryglo B. Catarong maryglo.catarong@deped.gov.ph Rico S. Cagape rico.cagape001@deped.gov.ph
Rosalio R. Vitorillo - Chair Marcelo Q. Mabalos Elena B. Pacamo	Southwest II	Mambuaya ES	Fe Morales fe.morales003@deped.gov.ph Rommelyn Gonzales rommelyn.gonzales@deped.gov.ph
<b>JUNIOR &amp; SENIOR HIGH SCHOOL</b>			
Venue: <b>Junior HS Applicants</b> CDONHS (Junior HS Campus)			
Venue: <b>Senior HS Applicants</b> CDONHS (Senior HS Campus)			
Ray O. Maghuyop Roel L. Lamberte Macapangcat U. Mama Norma B. Delima		Math, ABM Strand	Jimboy S. Eugenio jimboy.eugenio@deped.gov.ph



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Over-all	Pureza V. Camonias pureza.villar@deped.gov.ph	



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