



Republic of the Philippines  
**Department of Education**  
 Region III  
**TARLAC CITY SCHOOLS DIVISION**



07740

May 17, 2022

**DIVISION MEMORANDUM**

No. 85, s. 2022

**RECRUITMENT, SELECTION AND HIRING OF TEACHER-APPLICANTS FOR  
 SCHOOL YEAR 2022-2023**

To : Division Chiefs  
 Public Elementary and Secondary Schools Heads  
 HRMPSB  
 All Others Concerned

1. Per DM-HROD-2022-0635 Advanced Information on the Allocation and Deployment of New Teaching Positions from Kindergarten to Grade 12 for School Year (SY) 2022-2023, this Office announces the schedule for the recruitment and selection process for Kindergarten, Elementary, Junior High School and Senior High School as follows:

DATE	ACTIVITIES		
May 23, 2022 to June 3, 2022	Announcement and Acceptance of applications by School Heads		
	Verification and Validation of Documents by School Screening Committee		
June 6, 2022	Submission of List of Applicants with All the Supporting Documents to the Division Selection Committee.		
June 8, 2022	Meeting of the Division Selection Committee		
June 9, 2022	Orientation of the Teacher Applicants on the Hiring Process	Venue	Time
	Kindergarten/Elementary/SPED	Marina Manalang Gymnasium Sto. Cristo, Tarlac City	9:00-11:00 AM
	Junior High School/Senior High School		
June 7, 2022 to June 14, 2022	Evaluation of Paper Documents.		
June 15, 2022 to June 17, 2022	Demonstration and Interview	Venue	Time
	Kindergarten/Elementary/SPED	Tarlac West Central Elementary School	8:00- 5:00 PM



Juan Luna St., Brgy. Sto. Cristo, Tarlac City 2300  
 Email address: [tarlac.city@deped.gov.ph](mailto:tarlac.city@deped.gov.ph)  
 Website: <http://depedarlaccity.com>  
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	Junior High School/Senior High School	Sto. Cristo Integrated School	8:00- 5:00 PM
Exact date to be announced	Administration of English Proficiency Test		

2. The Composition of the Selection Committee is as follows:

a. School Screening Committee (please refer to DepEd Order No. 7, s. 2015 and DepEd Order No. 3, S. 2016)

b. Division Selection Committee (Kindergarten and Elementary Level)

Overall Chair: Lourdes G. Dela Cruz – OIC, ASDS

Co-Chair: Lily Beth B. Mallari, EPSvr- AP, LRMDS

Members: Leonida C. Garcia – Chief, SGOD

Carmela T. Perez, EPSvr- Kindergarten/SPED

(for Kindergarten and SPED Teacher-Applicants)

Benjo M. Tarifa, MT-II- President Teachers Association

Fatima T. Alimurong, P-III – PESPA President

Ma. Cristina A. Espiritu, AO-IV – Personnel

Angelito D. Centeno - Federated PTA President

Secretariat Thalia Lei S. Pinca –ADAS-III

c. Division Selection Committee ( Junior and Senior High School)

Overall Chair: Lourdes G. Dela Cruz – OIC,ASDS

Co-Chair: Robert E. Osongco – Chief. CID

Members: Rebecca K. Sotto – EPSvr- AP

Reymar T. Paguio, EPSvr- English

Isagani H. Lopez - EPSvr- TLE

Benjo M. Tarifa, MT-II- President Teachers Association

Tito G. Ariola P-I – NAPSSHI President

Ma. Cristina A. Espiritu, AO-IV – Personnel



Angelito D. Centeno- Federated PTA President

Secretariat Cristy R. Lansangan – ADAS-III

d. Evaluation Committee for Demonstration Teaching

LEVEL	DISTRICT	SUPERVISOR
Elementary/ Kindergarten	Central A	Maria Flores I. Caparas
	Central B	Lutgarda M. Vitug
	East	Angelina S. Mallari
	North A	Julius G. Gamis
	North B	Emmanuel Victor F. Celis
	South A	Alvin T. Yalung
	South B	Renato T. Cabarios
	West A	Rene B. Miclat
	West B	Angelita S. Castro
	West C	Cristopher D. Esteban
Junior High School		All EPSvr by Subject Area
Senior High School		Isagani H. Lopez Lily Beth Mallari Anita P. Domingo

3. Teacher Applicants who have undergone evaluation per DepEd Order No. 7, s. 2015 and have reached the cut-off score of seventy (70) but were unsuccessfully hired during the SY 2021-2022 have the option to apply for retention of score provided that said applicants have expressed their intent to apply for SY 2022-2023 by submitting the following:
  - a. Letter of Intent in accordance with the Applications
  - b. Updated credentials and application documents, if any.
4. Attached Enclosure No. 1 for the Checklist of Requirements and Supporting Documents.
5. Immediate dissemination of this Memorandum is enjoined.

  
**MARIA CARMEN P. CUENCO EdD, CESO V**  
Schools Division Superintendent 

Enclosure No. 1 to DepEd Memorandum No. 84, s. 2022

**The Checklist of Requirements and Supporting Documents are as follows:**

- a) Written application to the School Head of the school where the applicant wishes to apply (for Senior High School Applicants: track/strand must be indicated)
- b) Two (2) copies CSC form 212 (Revised PDS 2017) with latest CSC prescribed picture
- c) Certified true copy of PRC license
- d) Certified photocopy of ratings obtained in the Licensure Examination for Teachers
- e) Certified photocopy of transcript of records for highest educational attainment
- f) Certification of General Weighted Average (GWA) of Bachelor's Degree
- g) One (1) Copy each of Service Record, Performance Rating, and Clearance from previous employer.
- h) Certificate of Specialized training, if any
- i) NBI Clearance
- j) Certified copy of voters ID and/or proof of residency
- k) Duly signed Omnibus certification of authenticity and veracity of all documents submitted