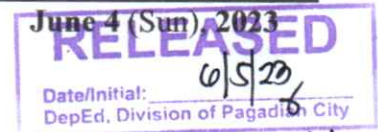


DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
CITY SCHOOLS DIVISION OF PAGADIAN
Pagadian City



DIVISION MEMORANDUM
No. 122, s. 2023



file

REGISTRY OF QUALIFIED APPLICANTS – ALL LEVELS

To: **ALL EMPLOYEES**
This Schools Division

1. The Registry of Qualified Applicants (RQAs) for ALL Levels must be segregated into TEACHING, NON-TEACHING and RELATED-TEACHING personnel.
2. It is also segregated into ELEMENTARY, JUNIOR HIGH SCHOOL and SENIOR HIGH SCHOOL.
3. The ELEMENTARY is segregated into the five (5) official districts: Central, East, West, North and South.
4. In EACH DISTRICT, there must be segregated LISTS for those qualified for Kindergarten, IPED and SPED though these qualified applicants are also included in the general RQA of the district.
5. The JUNIOR High School is segregated as practiced into Subject Areas.
6. The SENIOR High School is segregated into ACADEMIC and TECHNICAL VOCATIONAL, and further segregated into Subject Areas and/or Tracks. If possible, segregate also those who may qualify for Teacher-II upon original appointment since the Central Office usually allocates Teacher-II for Senior High School.
7. After the FULL NAME of each applicant, a) in the 2nd Column indicate as usual the address slash school for residents of Pagadian City such as Santiago / W Pulmones ES (*if the name of the barangay and the school are not the same*); b) in the 3rd Column, a notation for those currently employed such as Pagadian Holy Child, Pagadian Junior College, etc. in fairness to their employers and for the urgency for teachers in our schools, indicate the course, the eligibility, etc.
8. There must be SEPARATE LISTS of Registry of Qualified Applicants (RQAs) for those already employed in the Schools Division of Pagadian City by Salary Grade to facilitate the Succession Plan (*Division Memorandum dated April 6, 2014*) - inserting a column after the FULL NAME for respective PSIPOP Item Number as in the sample below.
9. **FAILURE TO SUBMIT THE RQAs MAY COMPELL THE SUPERINTENDENT TO FILL UP VACATED ITEMS EVEN WITHOUT THE RQAs TO AVOID VACUUM IN THE WORK PLACES.**
10. Use Font #12 for the superintendent copy of the RQAs even 2 sheets be pasted together to have all the necessary columns.

For Example APPLICANTS for ADAS III (SG-09)

FULL NAME	PSIPOP ITEM	ADDRESS	COURSE ELIGIBILITY	OTHERS	TOTAL POINTS
ADAS2 / DO2 (SG-08)					
1. UBANE, JANETH CR	ADAS2-570031-2016 SHS				65.53
2. ROMA, MARIDEL L	ADAS2-570026-2016 SHS				56.93
3. CASIPONG, BENNY M	ADAS2-570030-2014 OSDS				56.83
4. CALIB, NAJEMA G	ADAS2-570025-2016 SHS				37.32
1. MANDALONES, FE T	ADAS2-570029-2014 OSDS				
ADAS 1 (SG-07)					
1. TRANIA, APRIL JOY E	ADAS1-570031-2014 OSDS				
ADA 6 (SG-06)					
1. MONSION, JACQUELINE	ADA6-570034-2014 OSDS				73.75
2. OBERES, KENT GARRY	ADA6-570037-2014 CID				67.83
3. BAZAR, KARREN MAE A	ADA6-570037-2004 OSDS				66.44
4. SALABIT, DYAN ANGEL	ADA6-570036-2004 OSDS				47.32
5. SABUERO, JIESON M	ADA6-570035-2014 OSDS				


FELIX ROMY A. TRIAMBULO, CESO V
 Schools Division Superintendent

REFERENCES: R.A. No. 8190, DepEd Order No. 007, s. 2023; DepEd ORDER, No. 019, s. 2022; DepEd No. 3, s. 2013; DIVISION MEMORANDA “REGISTRY OF QUALIFIED APPLICANTS - RQAs FOR ALL LEVELS” April 11, 2023; “NATURAL VACANCIES DUE TO MANDATORY/OPTIONAL RETIREMENT, PROMOTION, TRANSFER/RESIGNATION, DEATH “ April 11, 2023; “IMMEDIATE FILLING UP OF VACATED ITEMS” April 17, 2023; “IMMEDIATE ASSESSMENT OF APPLICANTS” April 20, 2023; “PROMOTION POLICY: ESCALERA OR DAMA” April 6, 2014.

To be included in the Perpetual Index under the following subjects:

TEACHING	RELATED-TEACHING	NON-TEACHING
POLICY	PROMOTION	