



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 DIVISION OF PAGADIAN CITY

RELEASED
 Date/Initial: 4-11-23
 DepEd, Division of Pagadian City

April 11, 2023

DIVISION MEMORANDUM

No. 78, s. 2023

**REGISTRY OF QUALIFIED APPLICANTS (RQAs)
 FOR ALL LEVELS**

To: **PERSONNEL SELECTION BOARD (PSB), DISTRICT/SCHOOL SCREENING/
 SELECTION COMMITTEES, ALL EMPLOYEES**
 This Schools Division

1. To appropriately respond to the legitimate needs of our pupils and students, to equitably give opportunities to applicants, and to efficiently, effectively, enthusiastically, and economically deliver the necessary services expected from us by our clients and stakeholders, it is reiterated that the references for recruitments of teachers are DepEd Order Nos. 7 and 22, 2015 for Kindergarten, Elementary and Junior High School; and DepEd Order No. 3 and 32, s. 2016 for Senior High School, and recent issuances.

2. The Chairpersons/Co-Chairpersons of respective Division Committees are

DIVISION SELECTION COMMITTEES	CHAIR/CO-CHAIR
*Overall-Supervising Chairperson	*ASDS
*Personnel Selection Board (PSB)	*Chairperson
*Kinder Elementary	*Chairperson
*Junior High School	*Chairperson
*Senior High School	*Chairperson
*Related Teaching/Non-Teaching	*Chairperson

3. Respective Committees (**School Screening Committees and Division Selection Committees**) have to ask updates and/or re-assess the **non-appointed applicants** in the preceding year Registry of Qualified Applicants (RQAs) based on DepEd No. 7, s. 2015 for Kindergarten, Elementary and Junior High School, and re-assess all other applicants in all levels – Kindergarten, Elementary, Junior HS and Senior HS starting 2023 for Fiscal Year 2023 / School 2023-2024, and every October preceding the Fiscal Year/School Year in the succeeding years.

4. For all new applicants in all levels - Kindergarten, Elementary, Junior HS and Senior HS – the recruitment process started December 2022 for Fiscal Year 2023 / School Year 2023-2024, and every December preceding the Fiscal Year / School Year.

5. Schedules of activities for the updates and/or re-assessment of **the non-appointed applicants** in the preceding year Registry of Qualified based on DepEd Order No. 7, s. 2015:

a School/District Screening/Selection Committees

- i September 26 to October 10, 2022: submission of updated pertinent papers with the letter of intent specifying application to teaching position either Kindergarten, Elementary, Junior HS and Senior HS indicating subject area/track/strand,
- ii October 13 to November 5, 2022: perform the functions indicated in DO No. 7, s. 2015 posting specific schedules set by the committee for the applicants' information/guidance; and
- iii November 10-12, 2022: submission of summaries by school/district/cluster and other necessary documents to respective Division Selection Committees, leaving a column for the NEAP-administered Proficiency Test.

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b. Division Personnel Selection Board (PSB) /Selection Committees:

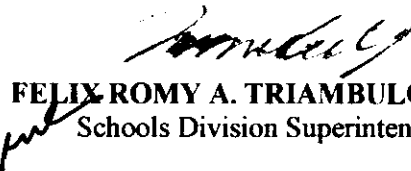
- i. November 13 to December 12, 2022: perform the functions *(except for the Proficiency Test)* indicated in D.O. No. 7, s. 2015, posting specific schedules set by the committee for the applicants' information; and
- ii. December 15-19, 2022: submit to the superintendent summaries with the photocopies of each letter of intent and voter's ID according to the listing order in the summaries leaving a column for the NEAP-administered Proficiency Test.

6. Schedules of activities for the assessment of the NEW APPLICANTS:

- c. December 20, 2022 to January 16, 2023: submission to the School Screening Committee the required documents enumerated in DepEd Order No. 7, s. 2015, or based on issuances modifying D.O. Nos. 7, s. 2015,
- d. January 18 to March 2023: specific schedules to be posted by the committees for the applicants' information and guidance.

7. All years are adjusted before the Fiscal Year / School Year in the succeeding updates, re-assessment, and recruitment of new applicants – hence, for Fiscal Year 2023 / School Year 2023-20247, the years of the specific activities are 2022 and 2023, then 20247 and 2025, and so on.

8. *Improvement in the quality of education is anchored on the efficiency, effectiveness, economical and enthusiastic delivery of services to the learners and respective stakeholders!*


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

