



Republic of the Philippines
Department of Education

To: SDS
For your guidance,
Please - Thank You Bless!
J. Mateo

Tanggapan ng Kawaksing Kalihim
Office of the Assistant Secretary



MEMORANDUM

TO : All Regional Directors
All Schools Division Superintendents

FROM : Assistant Secretary JESUS L.R. MATEO
Planning & Development

SUBJECT : Clarifications on the Online Registration for Teacher I Applicants
and Inclusion to the RQA

DATE : April 8, 2015

This concerns the requirement for Teacher I applicants to register to the Department's online system at application.deped.gov.ph in order to acquire an Applicant Number, as directed in Par. 5.1 of DepEd Order (DO) 7, s. 2015 on the *Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016*.

We have received feedback that the online system only grants access to those with Tax Identification Number (TIN), which many applicants do not have yet. Please be informed that on 09 April 2015, the system will be updated such that other government ID numbers will be accepted and those who have already registered may reopen their accounts. Please advise applicants about this development.

Applicants who are not able to submit the Applicant Number shall still be allowed to apply. The Applicant Number shall not be treated as ~~a requirement~~ an eligibility requirement. Even without the Number, applicants may still go through the evaluation process, be ranked in the RQA, and be hired. Division Offices who have made the submission of the Applicant Number a prerequisite for the acceptance of applications or the conduct of certain screening procedures (i.e. Demonstration Teaching, English Proficiency Test, Interview, etc.) must rescind their statements immediately and communicate directly with the concerned applicants.

Furthermore, as stated in Par 5.1.a, each division shall assign an e-mail address (either its official division office's e-mail or its HR's e-mail) where the system shall forward the applications. In view of this, all Regional Directors are instructed to submit a **consolidated regional list of said e-mail addresses of each division under its jurisdiction** to Ms. Encarnacion Escudro of Technical Service (TS) at encarnacion.escudro@deped.gov.ph on or before 15 April 2015.

Lastly, please be reminded that applicants included in the SY 2014-2015 RQA who were not hired last school year are still eligible for hiring and may be included in the SY 2015-2016 RQA, subject to a recalibration of points in accordance to the revised points system in DO 7, s. 2015. Where applicable, the updating of points for such applicants shall also be accommodated by the Division Selection Committees.

