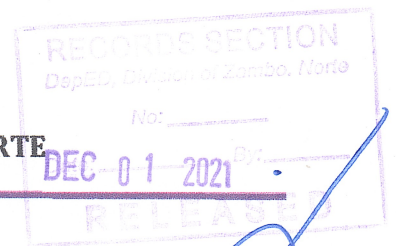




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Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum

No. 168, s. 2021

TO : Public Schools District Supervisors
School Principals/Heads of Public Elementary Schools
Regular and Contractual MEP Teachers
District MEP Coordinators
All Other Concerned

FROM : **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

SUBJECT : **HIRING GUIDELINES ON THE SELECTION,
RECRUITMENT AND RANKING OF CONTRACT OF
SERVICE (COS) MADRASAH EDUCATION PROGRAM (MEP)
TEACHERS**

DATE : November 29, 2021

1. Pursuant to DepEd Order No. 41, s. 2017 section V, B.4, strongly stresses on the qualifications of regular and Contract of Service (COS) Madrasah Teachers which states that, *"To ensure quality and inclusive education, teachers or asatidz must pass the QEALIS and complete the LEaP to handle ALIVE classes..The systematic selection, hiring, deployment, career pathing, and continuing professional development of Madrasah Education teachers or asatidz must be conducted through the Schools Division Office (SDO)"*.
2. Recognizing the critical roles of MEP teachers in the successful implementation of the culture-sensitive Madrasah Education Program (MEP), this office underscores the need to strengthen the hiring and deployment of qualified asatidz teachers/applicants who are QEALIS passers of this Division to support the objectives of the said program.
3. Please see Enclosure of this memorandum for the hiring guidelines on the selection, recruitment and ranking of COS MEP teachers of this Division.
4. Anent this, the teachers/applicants who obtained the highest rating during the conduct of the ranking and selection process and meet the requirements will be given and designated as Contract of Service (COS) MEP Teacher to fill up vacant contractual teaching positions as per DepEd Order No. 41, s. 2021 and DepEd Order 25, s. 2021.

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5. Strict compliance with protocols on social distancing and precautionary measures consistent with the IATF health protocols, DOH protection protocols and local quarantine rules shall be observed in the entire conduct of the said activity.
6. For widest dissemination and compliance.

YAD/Hiring Guidelines of the Selection, Recruitment & Ranking of COS MEP Teachers/CID-MEP/ 112921

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**HIRING GUIDELINES ON THE SELECTION, RECRUITMENT AND RANKING
OF CONTRACT OF SERVICE (COS) MEP TEACHERS**

RATIONALE

Pursuant to the 1987 Philippine Constitution, and Republic Act (RA) 10533, or the Enhanced Basic Education Act of 2013, basic education shall be made “learner-oriented and responsive to the needs, cognitive and cultural capacity, the circumstances and diversity of learners, schools, and communities”. And in accordance with Presidential Decree (PD) 1083, or the Code of Muslim laws of the Philippines, which provides that “the State shall consider the customs, traditions, beliefs and interests of national cultural communities in the formulation and implementation of state policies”. It shall also recognize the purposes and aspirations of learners for their personal development and participation in national development.

DepEd Order No. 30, s. 2012, strongly stresses on the qualifications of Madrasah Teachers or Asatidz in terms of training and development in order to ensure quality standard implementation of Madrasah Education Program of hiring and deployment of Madrasah Education Program (MEP) teachers. Standard of procedures shall be applied and followed in which transparency is given utmost importance.

The selection, recruitment and ranking of Asaatidz in the Madrasah Education Program are patterned after the selection process set by DepED. However, additional criteria should be taken into consideration to cater to the Asaatidz needs of the public elementary schools to ensure quality MEP implementation in the division.

SELECTION AND RECRUITMENT CRITERIA

By selection, the program refers to the process of choosing qualified Asaatidz based on the standard criteria. Recruitment on the other hand, refers to the process of selecting the most qualified among Asaatidz applicants for deployment based on school needs.

CRITERIA	INDICATORS	REMARKS
A. Islamic Education	Order of Priority <ul style="list-style-type: none">• Kuliyah (College Graduate)• Kuliyah Mutawassit (Junior College)• Thanawi (High School Graduate)	<ul style="list-style-type: none">- top priority is given to Kuliyah graduate and least priority to Thanawi graduate- those with Thanawi diploma should have more teaching experience in Arabic.
B. Secular Education	Order of Priority	<ul style="list-style-type: none">- top priority is given to education

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	<ul style="list-style-type: none"> • Education Graduate • Non-Education Graduate • College Level • SHS graduate, JHS completer and ALS A&E JHS passer 	graduate over non-education graduate; college level over SHS graduate, JHS completer and ALS A&E JHS passer.
C. Teaching Experience	<ul style="list-style-type: none"> • At least with a one (1) year experience in madrasah • Locally-recognized ustadz/ustadza or member of any Ulama (Muslim Scholars) grouping 	<ul style="list-style-type: none"> - Those with secular SHS/JHS/ALS A&E JHS diploma should have more teaching experience in Arabic and proficient in Arabic and English languages. - Actual teaching experience provides background in the teaching-learning continuum. - The target of the MEP is real Ustadz/Ustadza not pseudo-teacher.
D. QEALIS	<ul style="list-style-type: none"> • The Ustadz or Ustadza should passed the QEALIS 	<ul style="list-style-type: none"> - Qualifying Examination for Arabic Language and Islamic Studies (QEALIS) passer will be given preference for the COS MEP teacher slot.
E. Specialized Training and Skills	<ul style="list-style-type: none"> • At least with 3 days specialized training and skills in Arabic. 	<ul style="list-style-type: none"> - Applicants with Language Enhancement and Pedagogy (LEAP) training and Asaatidz who are non-education graduates but are willing to take the Accelerated Teachers Education Program (ATEP) equivalent to BEE degree should be considered.
F. Oral Interview and Written Examination (Essay Type)	<p>Applicants shall be interviewed on topics such as:</p> <ul style="list-style-type: none"> • Professional experience • Instructional Materials • Technology/computer skills • Classroom discipline and management • Knowledge of content/materials • Planning skills • Relationship with administration, staff, parents, and students • Personal qualities 	<ul style="list-style-type: none"> - The District MEP Screening Committee (DsMSC) shall interview and conduct a written examination (Essay Type) for Arabic and English language applicants to ensure that all have equal opportunities to be assessed. - Applicants should be Arabic speakers and are knowledgeable enough about the Islamic context and values.
G. Demonstration Teaching for	<ul style="list-style-type: none"> • The Demonstration Teaching is designed specifically for the 	<ul style="list-style-type: none"> - Applicants are expected to demonstrate knowledge and skill in

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ALIVE subjects	teaching positions the applicants are applying for.	integrating Islamic knowledge, culture, and Arabic skills into the teaching-learning process appropriate to the age, maturity, and grade of the Muslim learners to be handled.
H. Personal Health	<ul style="list-style-type: none">Physically and mentally healthy (requires a medical certification and neuro-psychiatric test, if possible)	- Healthy disposition helps MEP teacher go through rigors of daily classroom teaching.
I. Age	<ul style="list-style-type: none">At least 18 years old and <i>45 years old</i>	- 18 years old applicant implies having finished the Senior High School level.
J. Residency	<ul style="list-style-type: none">Local resident	- Preference should be given to Ustadz/Ustadza residing in the area.

APPLICATION PROCESS AND REQUIREMENTS

- New applicants shall submit to the PSDS/PICD or the school head of the elementary where a teacher shortage or vacancy (regular and/ or natural) exists, supported by the following documents:
 - Application letter shall be submitted specifying the school they are applying to.
 - CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture.
 - Certified photocopy of Certificate of Rating (COR) obtained in the Qualifying Examination for Arabic Language and Islamic Studies –**QEALIS** (if available).
 - Certified copy of Permanent Records/Transcript of Records for both Islamic and secular education.
 - Copies of certificate of employment and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
 - Certified photocopy of Islamic and secular education certificates of specialized trainings and skills trainings, seminars and if any.
 - Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the District MEP Screening Committee.
 - Barangay, Police and NBI clearance (if possible).
 - Medical certificate and Neuro-psychiatric test (if possible).
 - Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
- The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of

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authenticity (Item 1.j above). Any violation shall automatically disqualify the applicant from the selection process.

SELECTION, RECRUITMENT AND RANKING PROCESS

1. The Schools Divisions Superintendent (SDS) shall issue a Memorandum organizing and designating the members of the following committees:

- 1.1 District MEP Screening Committee (**DsMSC**)
- 1.2 Division MEP Selection Committee (**DMSC**)

2. The District MEP Screening Committee (**DsMSC**) shall have the following compositions and functions:

- 2.1 The Committee at the elementary level shall be chaired by the Public Schools District Supervisor or Principal In Charge of the District with the District MEP Coordinator, MEP Implementing School Head, Master or Senior Teacher, and MEP teacher or any Arabic literate as members. The District MEP Screening Committee (**DsMSC**) shall have the following compositions and functions:

Chairperson:	Public Schools District Supervisor/PICD
Co-Chairperson:	District MEP Coordinator
Members:	MEP Implementing School head
	Master/Senior Teacher
	MEP Teacher or Aleem (Muslim Scholar)

- 2.2 The District MEP Screening Committee (**DsMSC**) shall determine the number of Arabic Language and Islamic Values Education (**ALIVE**) classes to be organized and the number of Asatidz to recruit based on the result of the school mapping and needs analysis conducted.
- 2.3 The committee shall publish the opening of COS MEP teaching positions. Ensures that the updated lists of vacancies are regularly posted at conspicuous places and at the websites of schools and teacher education training institutions at all times. The step-by-step procedure in applying for the Regular MEP Teacher I positions, including a copy of this Order, must also be posted.
- 2.4 This could be done either in print utilizing newspapers of local circulation and/or local broadcast media. The purpose of which is to provide opportunity for a big number of people to apply for the position and therefore provide a wide range of qualified applicants to choose from.

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- 2.5 The documents submitted by the applicants shall be evaluated by the DsMRC based on the criteria set (refer to Selection and Recruitment criteria). In cases where documents are in Arabic, an Arabic Linguist or Aleem (muslim scholar) should be invited beforehand to assist in the evaluation of the documents.
- 2.6 In case of a large number of applicants, short-listing will be resorted to. Only the highly qualified applicant will be recommended to the next process – the interview and written examination. Results of the short-listing will be prepared by the committee and will be posted in strategic places in the division.
- 2.7 Based on the documents analysis and result of the interview and written examination, the committee will now rank the applicants utilizing the Ranking Form for the selection of Asaatidz. *(see the attached Ranking Form for the Selection of Contractual MEP Teacher)*
- 2.8 The Schedule of the oral interview, written examination and demonstration teaching, a vital component of the ranking process, shall be set by the committee. The oral interview and demonstration teaching will be conducted to determine the applicant's listing and speaking skills in both English and Arabic as well as to assess his/her personality, dispositions and potential in teaching arabic. The written examination (Essay Type) on the other hand will help the committee in determining the writing skills of the applicant in Arabic and English as well as in evaluating his/her creative, reflective and critical thinking skills. The DsMSC shall construct at least 3 High-Order Thinking Skill (HOTS) questions for both Arabic and English for the written examination.
- 2.9 A rank list will be prepared and duly-signed by all the committee members. This rank list will be utilized by the Division MEP Focal to submit to the Chief of the Curriculum Implementation Division in the deployment of Asaatidz in identified schools.
- 2.10 The newly-hired Ustadz or Ustadza shall comply and sign the required annual contract and they shall be deployed as contract of service (COS) MEP Teacher.
- 2.11 A deployment order will be prepared by the Human Resource Management Officer (HRMO). The SDS will sign the deployment order which the applicant will present to the principal of the identified school copy furnished to the District Office.
- 2.12 The newly-hired Ustadz or Ustadza will undergo an orientation on the rules and policies of the DepEd, as well as the expectation of the school and community. The orientation will be conducted by the District or School MEP Coordinator and School Head.





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- 2.13 Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the Office of the School Head for records purposes.

EVALUATION AND SELECTION PROCEDURE AND CRITERIA

Applicants shall be evaluated using the following criteria:

CRITERIA	POINTS
Education (Islamic and Secular)	30
Teaching Experience in Arabic	15
Specialized Training and Skills for Arabic	15
Interview & Written Examination (Arabic & English)	20
Demonstration Teaching for ALIVE subjects	20
TOTAL	100

3. The Division MEP Screening Committee (DMSC) shall have the following compositions and functions:

- 3.1 The Division MEP Screening Committee (DMSC) shall be chaired by the Assistant Schools Division Superintendent, Chief of Curriculum Implementation Division as the Co-Chairperson, with the Division ALS Focal, Division MEP Focal and Human Resource Management Officer as members. The Division Screening Committee (DSC) shall have the following compositions and functions:

Chairperson: Assistant Schools Division Superintendent
Co-Chairperson: Chief, Curriculum Implementation Division
Members: Division ALS Focal
Division MEP Focal
Human Resource Management Officer (HRMO)

- 3.2 Receives from the District MEP Screening Committee (DsMSC) the list of applicants with the corresponding documents.
- 3.3 Verifies the documents submitted by the District MEP Screening Committee (DsMSC) as to completeness, accuracy, authenticity, and veracity.





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- 3.4 Evaluates applicants on Education, Teaching Experience, Interview and Written Examination, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines.
- 3.5 Reviews and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.
- 3.6 Sends to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair.
- 3.7 Submits the complete results of the evaluation of applicants, including pertinent records of deliberations, to the SDS for approval.

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RANKING FORM FOR THE SELECTION OF CONTRACTUAL MEP TEACHER

NAME: _____ SCORE: _____
ADDRESS : _____ CP NO.: _____

CRITERIA	MAXIMUM POINTS	POINTS
A. EDUCATION (30 points)		
1. Islamic Education (15 points)		
<i>Kulliyah (College Graduate) – 15 points</i> <i>Kulliyah Mutawassit (Junior College) – 10 points</i> <i>Thanawi (High School Graduate) – 5 points</i>	15	
2. Secular Education (15 points)		
<i>Education Graduate – 15 points</i> <i>Non-Education Graduate – 10 points</i> <i>College Level – 8 points</i> <i>SHS/JHS/ALS A&E JHS – 5 points</i>	15	
B. TEACHING EXPERIENCE IN ARABIC (15 points)		
<i>9 years and over teaching experience – 15 points</i> <i>7-8 years teaching experience – 10 points</i> <i>5-6 years teaching experience – 8 points</i> <i>3-4 years teaching experience – 6 points</i> <i>1-2 years teaching experience – 4 points</i>	15	
C. SPECIALIZED TRAINING & SKILLS FOR ARABIC (15 points)		
<i>International Level - 15 points</i> <i>National Level – 10 points</i> <i>Regional Level – 8 points</i> <i>Division Level – 6 points</i> <i>District Level – 4 points</i> <i>School Level – 2 points</i>	15	
D. INTERVIEW & WRITTEN EXAMINATION (20 points)		
1. Oral Interview (10 points)		
<i>English – 5 points</i> <i>Arabic – 5 points</i>	10	
2. Written Examination- Essay Type (10 points)		
<i>English – 5 points</i> <i>Arabic – 5 points</i>	10	
E. DEMONSTRATION TECHING FOR ALIVE SUBJECTS (20 points)	20	
TOTAL POINTS	100	

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DISTRICT MEP SCREENING COMMITTEE (DsMSC)

CERTIFIED CORRECT:

MEP Teacher/Aleem
Member

Master Teacher
Member

MEP Implementing School Head
Member

NOTED:

District MEP Coordinator
Co-Chairman

NOTED:

Public Schools District Supervisor/Principal In Charge of the District
Chairman

YAD/ Ranking Form for Selection of COS MEP Teachers/CID-MEP/ 112921

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INVENTORY OF ZN QEALIS PASSERS

No.	NAME	SEX	MUNICIPALITY	QEALIS BATCH
1	AHMAD A. TALISANAN	M	SIBUCO	2019
2	HAMDAN C. JAMLOD	M	SIBUCO	2021
3	RAMJAN A. MUNTONG	M	SIBUCO	2021
4	ABDURAHMAN R. NAING	M	SIBUCO	2021
5	ALSAICK G. WAHID	M	SIBUCO	2019
6	RUHAN P. ABDULHAMAN	M	SIBUCO	2019
7	ABDULLA S. ALIG	M	SIBUCO	2019
8	MARDIYA U. WAHID	F	SIBUCO	2019
9	ALMUDZREE S. HABIBAIN	M	SIOCON	2019
10	JAVER T. ISNAIN	M	SIOCON	2021
11	DANHAR A. MAMMAH	M	SIOCON	2021

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12	JOJIE H. MUSADDIN	M	SIOCON	2021
13	ABDUL AZID MINDOON	M	SIOCON	2019
14	JAVIER J. AMIL	M	SIRAWAI	2019
15	NURHAYMA M. HAMAD	M	SIRAWAI	2021
16	YUSOP L. WAHAB	M	SIRAWAI	2021
17	SADDAM A. MALLASID	M	SIRAWAI	2021
18	YASSER M. MAING	M	SIRAWAI	2021
19	EBRAHIM L. CABUYOG	M	SIRAWAI	2021
20	IMRAN A. ALID	M	SIRAWAI	2021
21	OMAR A. ALID	M	SIRAWAI	2021
22	MARIAM I. ALDAM	F	SIRAWAI	2019
23	AMIEL P. SAWA	M	SIRAWAI	2019
24	JEMAR B. BACUNDO	M	SIRAWA	2021
25	ABDURAKMAN W. SALASAY	M	SIRAWAI	2021
26	ARSAD M. LAYLING	M	LABASON	2021

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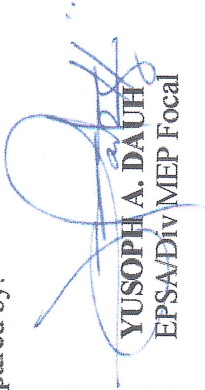
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27	MAHMUD P. TALING	M	LABASON	2021
28	HUSSAIEN P. TALING	M	LABASON	2021
29	JOSEPAL H. USMANI	M	LABASON	2021

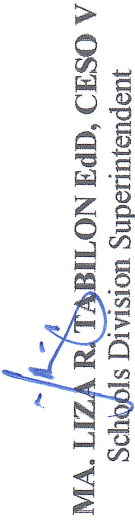
Prepared by:

Recommending Approval:

APPROVED:


YUSOPH A. DAUB
EPSA/Div MEP Focal


LILIA E. ABELLO EdD
Chief, CID


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

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**RANKING OF APPLICANTS FOR CONTRACTUAL MEP TEACHER
FOR SCHOOL YEAR _____**

No.	Name of Applicant	Address	School Applied	District	CRITERIA				Total (100pts)	Rank
					Education (30pts)	Teaching Experience (15pts)	Specialized Training & Skills (15pts)	Interview & Examination (20pts)	Demonstration Teaching (20pts)	

DISTRICT MEP SCREENING COMMITTEE (DsMSC)

CERTIFIED CORRECT:

MEP Teacher/Alim-Member _____ Master/Senior Teacher-Member _____ MEP Implementing SH-Member _____

NOTED:

NOTED:

District MEP Coordinator/Co-Chairperson _____
PSDS/PICD-Chairperson _____





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AUTHORITY TO TRAVEL

CONTROL NO:

REGION: IX

BUREAU/DIVISION/SCHOOL: SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Date of Filing	November 25, 2021
NAME	POSITION/PERMANENT STATION
EVRO NASIR M. MULOC	Cluster A MEP Head/ESHT III- Mucas ES, Salug I District
CESAR P. BORGONIA	Cluster B MEP Head/ESHT I- Candelaria ES, Liloy II District
UMBRA L. JUHARA	Cluster C MEP Head/ESHT I- Hatib Asamuddin ES, Siocon III District
DR. HYSTER HALASAN	DIAC/ESP III, Osukan ES, Labason I
MA.GRACELYN FOLGO	DIAC/ESHT I, New Salvacion ES, Labason III
JOHAYRE S. BESE	DIAC/ALS-ALIVE Teacher, Labason I District
JAMES SOCRATES ABAPO	DIAC/ESP I, Ramon Magsaysay, Salug II
NEMIA PILADAS	DIAC/ESP I, Pacuhan ES, Salug III
RHAMAWIA H. YUSOP	DIAC/ESHT II, Palandok ES, Bacungan II
SEJOR B. TAMALA	DIAC/ESHT I, Lanawan ES, Salug I
ALLAN W. AHMAD	DALSC/ALS-ALIVE Teacher, Siocon III District
DR. ANTONIO GUMELA	PSDS/ Liloy I District
DR. EDDIE REFUGIO	PSDS/ Liloy II District
VICTOR GAMIL	DIAC/ESHT I, Sta. Cruz ES, Liloy I District
GEORGE B. LUBRIDO	T I, Cilago ES, Bacungan I
MARY ROSE L. MACO	T I, Bacungan CS, Bacungan I
SALPHIA L. HAMBALI	T III, Bacungan CS, Bacungan I
SARAH H. ALIACBAR	MEP Teacher/ Candelaria ES, Liloy II
SUMAYYA ABUBAKAR	MEP Teacher, Sindangan Pilot Demo School, Sindangan Central
MUTCHA A. AMILUSIN	MEP Teacher/ Caracol ES, Salug II
ROAY B. TAMIN	ALS-ALIVE MoT/ Salug II
HERMA M. USMANI	MEP Teacher /Osukan ES, Labason

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Tel No.: (065) 212-5843

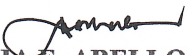

e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
with a
Sense of Urgency"



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

ALMA H. INSAEL	MEP Teacher / Palandok ES, Bacungan II
RADIYA DAUH	COS MEP Teacher/Palandok ES, Bacungan II
NUR-AIDA SAPPAL	MEP Teacher /Sta. Cruz ES, Liloy I
EDNA M. MULOC	COS MEP Teacher/Salug CS, Salug I
SHALIHA ANTAO	COS MEP Teacher/Salug CS, Salug I
Purpose of Travel	To participate in the pre-planning & debriefing of 2 nd Division MEP & ALIVE in ALS PRAISE AWARDS 2021 Program Management Team, Technical Hosts, Learning Facilitators & Technical Working Groups
Activity Organized/Sponsored By	DepED-Zamboanga del Norte
Period Covered (inclusive of Travel Time)	November 29, 2021
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time
Venue/Destination	Sta. Cruz ES, Liloy I District, Sta. Cruz, Liloy, ZN
Expenses Covered	Transportation, per diems & Incidental Expenses
Fund Source (Pap Code/...)	Charged against Division GAS-CID/School MOOE
Recommending Approval:  LILIA E. ABELLO EdD CID Chief	Approved:  MA. LIZA R. TABILON EdD, CESO V Schools Division Superintendent
Date:	Date:

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



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