

**[ DECS ORDER NO. 119 S. 1991, October 21, 1991 ]**

**GUIDELINES ON THE RECRUITMENT OF SECONDARY SCHOOL  
TEACHERS**

A major concern of this Department is the alarming number of secondary school teachers, particularly in newly nationalized high schools, who are teaching neither their major nor minor subjects. While staff development programs have been conducted, these are not enough to raise the level of competence of non-specialists who are already in the service, hence, the need to recruit qualified teacher-specialists.

In order to ensure that only those who are qualified are hired, the following guidelines are hereby issued in filling up the new items for CY 1991 and the years thereafter:

- a. The secondary school principals shall submit to Schools City/Division Superintendents the number of teachers needed in their respective schools by field of specialization.
- b. The principals concerned shall be members of the Division Screening Committee to evaluate the teacher applicants.
- c. The evaluation of prospective teachers shall be made on the basis of the following:
  1. academic qualifications with emphasis on the field of specialization needed by the school
  2. professional examinations passed
  3. interviews
  4. other measures of assessment as may be deemed necessary, e.g., sample teaching plans, demonstration teaching, etc.
3. All DECS issuances contrary to this Order are hereby rescinded.
4. Strict adherence to these guidelines and wide and immediate dissemination of this Order are desired.

Adopted: 21 Oct. 1991

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*Undersecretary Officer-in-Charge*