



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Purok 6, Casisang, Malaybalay City

Telefax: (0880 or 088) 413-0094 email: depedmlblycity@gmail.com



DIVISION MEMORANDUM

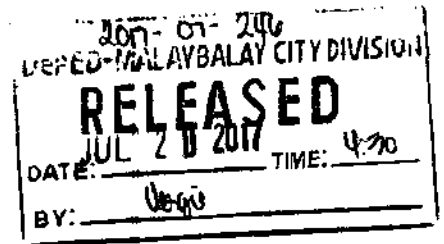
No. 350 s. 2017

TO: Chief/ Education Program Supervisors and Staff, SGOD and CID
Public Elementary and Secondary School Heads
All other concerned
This Division

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
OIC- Schools Division Superintendent

DATE: July 20, 2017

SUBJECT: RECRUITMENT OF KINDERGARTEN TEACHER I APPLICANTS FOR THE SCHOOL YEAR 2017-2018



1. The field officials are hereby informed of the enclosed hiring guidelines for the receipt of the application for Special Kindergarten Teacher I positions which shall now proceed following the procedures of DO No. 7, s. 2015 and DO No. 22, s. 2015.

2. This Office further announces that the receiving of applications of the aforementioned positions will commence on **July 17 to 21, 2017** in the respective schools where applicants wish to apply for the documentary verification and certification of the schools screening committee as indicated.

3. The issuance of these guidelines aims to integrate and further institutionalize the primary objective of the enhanced Basic Education act of 2013 that upholds the overall quality of basic education in the country by hiring highly competent teachers and to advocate the department's mandate under the magna carta for public school teachers (RA 4670).

4. As provided in the enclosed DepEd Order No. 7, s. 2015 an applicant shall submit to the head of the elementary/secondary school a handwritten application supported by the following documents.

- CSC Form 212 (revised 2017) in two copies with the latest 2x2 ID picture
- Certified photocopy of PRC professional identification Card
- Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teachers.
- Certified copy of transcript of records.
- Copies of service record, performance rating and school clearance for those with teaching experience

- Certificates of specialized training, if any
- Certified copy of voter's ID and/or any proof of residency as deemed acceptable by the school screening committee
- NBI Clearance
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (form attached herein)

All documents submitted shall be duly authenticated by **Ms.**

Florabelle R. Porras, Administrative Officer IV-Records Section.

The school screening committee shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted in support to the application following the format attached in enclosure no. 2

5. All applicants must register to the Department's online system at **application.deped.gov.ph** where Personal Data Sheet is electronically generated to be included in the application documents.

6. Further, you are directed to observe the schedule of activities in the selection process set by this office as timetable attached in the enclosure no. 1.

7. This Memorandum shall be posted in the division/District/School Bulletin Boards information and guidance of all concerned.

8. For immediate dissemination and strict compliance.

Encl: as stated

Copy furnished:

Records Unit

To be posted in the website.

**SCHEDULE OF ACTIVITIES IN THE SCREENING AND EVALUATION OF KINDERGARTEN
TEACHER I APPLICANTS**

Time Frame	Activity	Point Person
July 17 to 21, 2017	Submission of documents by the Teacher I applicants to the School screening committee.	Teacher I Applicants
July 25, 2017	Submission of documents by the School screening committee to the Division Selection Committee.	School Selection Committee
July 26, 2017	Evaluation of documents of the Kindergarten, Teacher I applicants by the Division Selection Committee at Division Multi-purpose Hall.	Division Selection Committee
August 1-2, 2017	Conduct of interview and demonstration teaching of the Kindergarten, Teacher I applicants by the Division Selection Committee at Casisang Senior High School.	Teacher I Applicants
August 7, 2017	Tentative schedule of the administration of English Proficiency test by the Division Selection Committee.	Division Selection Committee
August 14, 2017	Submission of eRQA to the office of the Schools Division Superintendent	Division Selection Committee
August 21, 2017	Posting of the Registry of Qualified Applicants	Division Selection Committee



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Malaybalay City District _____



_____ School
_____ Malaybalay City

CERTIFICATION

To whom it may concern:

This is to certify that the School Screening Committee of _____, Malaybalay City District _____, has received the application letter for Teacher I position of _____ with the following documents submitted in support to his/her application.

- _____ CSC Form 212 (revised 2005) in two copies with the latest 2x2 ID picture
- _____ Certified photocopy of PRC professional identification Card
- _____ Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teachers.
- _____ Certified copy of transcript of records.
- _____ Copies of service record, performance rating and school clearance for those with teaching experience
- _____ Certificates of specialized training, if any
- _____ Certified copy of voter's ID and/or any proof of residency as deemed acceptable by the school screening committee
- _____ NBI Clearance
- _____ Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (form attached herein)

Issued this _____ day of _____, 2017 at Malaybalay City, Bukidnon, Philippines.

SCHOOL SCREENING COMMITTEE

Member

Member

Member

Member

School Head/Chairman



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OMNIBUS SWORN STATEMENT

Republic of the Philippines)
City of Malaybalay)S.S.

AFFIDAVIT

I, _____, of legal age _____,
 (Name of Affiant) (Civil Status)
 _____ and residing at _____
 (Nationality) (Address of Affiant)

After having been duly sworn in accordance with law, do hereby depose and state that:

1. Each of the documents submitted in satisfaction of my application for teaching position is an authentic copy of the original, complete and all statements and information provided therein are true and correct.
2. I am authorizing the selection committee or its duly authorized representative(s) to verify all documents submitted as to completeness and authenticity.

IN WITNESS WHEREOF, I have hereto b set my hand this _____day of _____, 2017 at Malaybalay City, Bukidnon, Phillipines.

 Affiant

SUBSCRIBED AND SWORN to before me this _____day of _____, 2017 in the City of Malaybalay, Bukidnon. Affiant exhibiting to me his/her CTC No. _____ issued on _____th day _____, 2017 at _____.

Doc. No. _____
 Book No. _____
 Page No. _____
 Series of 2017