



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

Purak 6, Casisang, Malaybalay City

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**DIVISION MEMORANDUM**

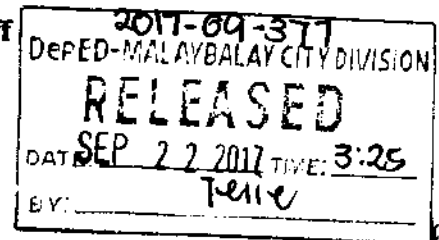
No. 490 s. 2017

**TO:** Chief Education Supervisor, SGOD & CID and Staff  
Elementary & Secondary School Heads  
This Division

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

**DATE:** September 22, 2017

**SUBJECT:** **SPECIAL RECRUITMENT OF DOLE-DEPED'S 'SA PINAS, IKAW ANG MAAM AT SIR' EMPLOYMENT PROGRAM FOR OVERSEAS FILIPINO WORKERS TEACHER I APPLICANTS**



1. Pursuant to Regional Advisory No. 73, s. 2017 dated August 11, 2017, the receipt of the application for DOLE-DEPED'S SA PINAS, IKAW ANG MAAM AT SIR' EMPLOYMENT PROGRAM FOR OVERSEAS FILIPINO WORKERS Teacher I positions shall now proceed following the procedures of DO No. 7, s. 2015 and DO No. 22, s. 2015.

2. This office hereby announces and commences the receipt of applications of the DOLE-DEPED'S SA PINAS, IKAW ANG MAAM AT SIR' EMPLOYMENT PROGRAM FOR OVERSEAS FILIPINO WORKERS Teacher I applicants for Padernal Elementary School and Malaybalay City National High School, Malaybalay City to the Schools Selection Committee and documentary evaluation from **September 25-29, 2017** as indicated in the enclosed schedule of activities in the selection process.

3. As provided in the DepEd Order No. 7, s. 2015 an applicant shall submit to the head of the 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 serviced 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
- Certification from Provincial NCIP attesting the applicant's membership of the ICC.
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (form attached herein)

4. The two (2) OFW items for SA PINAS, IKAW ANG MAAM AT SIR' EMPLOYMENT PROGRAM (SPIMS) Program was allocated for two (2) identified applicants namely, Charisa B. Dulay and Rachel Octaviano provided they will go through the DepEd selection process as stipulated by OM-PFO-2017-0847.

***If any of these documents are not submitted, the school selection committee will still accept the application provided that the applicants will comply the lacking documents.***

All documents submitted shall be duly authenticated by ***Ms. Florabelle R. Porras***, Administrative Officer IV, Records Section.

The 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.

5. Further, you are directed to observe the schedule of activities in the selection process set by this Office in the timetable attached as enclosure 1.

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

7. For immediate dissemination and strict compliance.

Encl: as stated

Copy furnished:

Records Unit

To be posted in the website.

*Enclosure 1:*

**SCHEDULE OF ACTIVITIES IN THE SCREENING AND EVALUATION OF SPECIAL  
RECRUITMENT OF DOLE-DEPED'S SA PINAS, IKAW ANG MAAM AT SIR'  
EMPLOYMENT PROGRAM FOR OVERSEAS FILIPINO WORKERS TEACHER I  
APPLICANTS**

<b>Time Frame</b>	<b>Activity</b>
September 25-29, 2017	Submission of documents by the Teacher I applicant to the School screening committee.
October 2, 2017	Submission of documents by the School screening committee to the Division Selection Committee.
October 3, 2017	Evaluation of documents of the Special Recruitment of Special Science Teacher I applicant by the Division Selection Committee at Division Multi-Purpose Hall.
October 7, 2017	Conduct of interview and demonstration teaching of the Special Recruitment of Special Science Teacher I applicant by the Division Selection Committee.
October 8, 2017	Tentative schedule of the administration of English Proficiency test by the Division Selection Committee.
October 19, 2017	Submission of PQA to the office of the Schools Division Superintendent
October 20, 2017	Posting of the Pool of Qualified Applicants



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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, Philippines.

\_\_\_\_\_  
 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