

DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



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

DIVISION MEMORANDUM

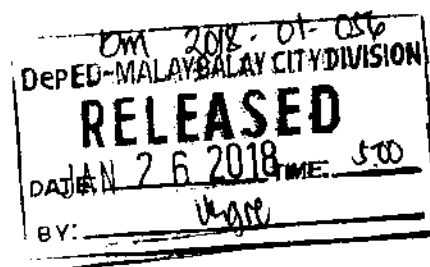
No. 056 s. 2018

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
Schools Division Superintendent

DATE: January 25, 2018

SUBJECT: RECRUITMENT OF SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR THE SCHOOL YEAR 2018-2019



1. The field officials are hereby informed of the enclosed hiring guidelines in receiving of the application for Senior High School positions which shall now proceed following the procedures of DO No. 3, s. 2016.
2. This Office further announces that the receiving of applications of the aforementioned positions will commence on **February 5-9, 2018** 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 clearly define the application, selection, and appointment process of Senior High School teachers as well as to establish professional standards and evaluation criteria which will ensure that highly competent individuals with appropriate qualifications and specializations are hired to teach in Senior high schools.
4. As provided in the enclosed **DepEd Order No. 3, s. 2016 page 5** an applicant shall submit to the head of the Senior High School the following documents:



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Requirements	Applicants for Permanent Positions	Applicants for Part-time Positions
Mandatory Requirements	<ul style="list-style-type: none"> • Letter of intent which shall indicate the following information: <ol style="list-style-type: none"> a. Statement of Purpose/expression of interest b. Subject group he/she intends to teach c. Preferred school(s), if any • CSC Form 212, revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture. • Certified photocopy of certificates of relevant specialized trainings, if any • Certified copy of voter's ID and/or any proof of residency • National Bureau of Investigation Clearance • Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant 	
Additional Requirements	<ul style="list-style-type: none"> • Certified photocopy of Diploma on Bachelor's degree. • Certified copy of transcript of records with at least 15 units of specialization in relevant strand/specialized subject. • Certified photocopy of PRC professional identification Card • Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teachers. • Certified photocopy of General Weighted Average from the Registrar of the school where the applicants graduated. 	<ul style="list-style-type: none"> • Written approval from his or her head of unit if he/she is currently employed by the national government or the local government unit.
Additional Requirements of TVL Teacher Applicants	<ul style="list-style-type: none"> • TESDA National Certificate of at least one higher level than the course to be taught in the subject to be taught (e.g. NC III in the SMAW to teach SMAW –NC-II) or same NC if there is no NC higher level. Exceptions are given to applicants for courses with no National Certificates (e.g. handicraft courses) • Certified photocopy of trainers Methodology Certificate (TMC), if available 	
Additional Requirements of Arts and Design and Sports Teacher Applicants	<ul style="list-style-type: none"> • Certified photocopy of certificate of proficiency/recognition from recognized and respectable relevant associations/organizations/guild. 	
Additional Requirements for HEI/TVI faculty	<ul style="list-style-type: none"> • Certified photocopy of certification of status of employment/service record from the HEI/TVI 	

Academic personnel applicants from HEIs must present an authenticated Certificate of Services Rendered and Certificate of Good Standing.

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 schools are directed to submit the composition of their respective school screening committees following the qualification stipulated in D.O. no. 3, s. 2016 on or before February 6, 2018 via email at vincent2016sanmiguel@gmail.com.

6. 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.

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

8. This Memorandum shall be posted in the Division/District/School Bulletin Boards for information and guidance of all concerned.

9. For immediate dissemination and strict compliance.

Encl: as stated

Copy furnished:
Records Unit

To be posted in the website



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Enclosure no. 1 of Division Memorandum no. 086 s. 2018

SCHEDULE OF ACTIVITIES IN THE SCREENING AND EVALUATION OF SENIOR HIGH SCHOOL TEACHER APPLICANTS

Time Frame	Activity	Point Person
February 2,2018	Orientation of the Senior High School Teacher applicants and school Screening committee chairman or representative at Bangcud National High School Auditorium @ 1:00PM.	Division Selection Committee
February 5-9, 2018	Submission of documents by the SHS Teacher applicants to the School screening committee.	Teacher Applicants
February 12,2018	Orientation of the Division Selection Committee on DepEd Order No. 3 s. 2016.	Division Selection Committee
February 22-23, 2018	Submission of documents by the School screening committee to the Division Selection Committee.	School Selection Committee
February 26-28, 2018	Evaluation of documents of the SHS High School Teacher applicants by the Division Selection Committee at Division Annex Building.	Division Selection Committee
March 12-16, 2018	Conduct of interview and demonstration teaching of the SHS Teacher applicants by the Division Selection Committee at Division Annex Building (Casisang SHS)	Teacher Applicants
March 12, 2018	STEM	Teacher Applicants
March 13, 2018	HUMMS	
March 14, 2018	ABM	
March 15, 2018	TVL, Arts & Design	
March 16, 2018	Current Public-School Teachers applying for SHS	
March 10, 2018	Tentative schedule of the administration of English Proficiency test by the Division Selection Committee at Casisang Senior High School	Division Selection Committee
March 19-22,2018	Review of the eRQA by the Division Selection Committee	Division Selection Committee
March 23,2018	Submission of eRQA to the office of the Schools Division Superintendent	Division Selection Committee
April 2,2018	Posting of the Registry of Qualified Applicants	Division Selection Committee



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Enclosure n. 2 of Division Memorandum no. 050 s. 2018

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 SHS Teacher position of _____ with the following documents submitted in support to his/her application.

- _____ 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.
- _____ Certified copy of General weighted average from the school graduated.
- _____ 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 _____, 2018 at Malaybalay City, Bukidnon, Philippines.

SCHOOL SCREENING COMMITTEE

Member

Member

Member

Member

School Head/Chairman



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Enclosure no. 3 of Division Memorandum no. 056 s. 2018

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 _____, 2018 at Malaybalay City, Bukidnon, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this _____day of _____, 2018 in the City of Malaybalay, Bukidnon. Affiant exhibiting to me his/her CTC No. _____ issued on _____th _____ day _____, 2018 at _____.

Doc. No. _____
Book No. _____
Page No. _____
Series of 2018