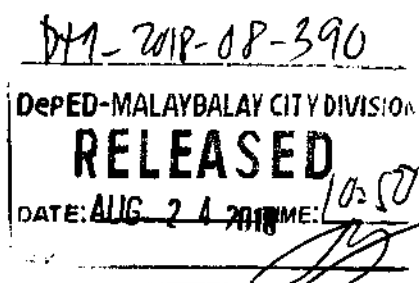




Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 390 s. 2018

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

FROM: *[Signature]*
REBONFAMIL R. BAGUIO
Schools Division Superintendent

DATE: August 23, 2018

**SUBJECT: SPECIAL RECRUITMENT OF JUNIOR HIGH SCHOOL (JHS) AND
KINDERGARTEN TEACHER I APPLICANTS FOR SCHOOL YEAR
2018-2019**

1. Field officials are hereby informed of the enclosed hiring guidelines for the receipt of the application for Junior High School Teacher I position which shall now proceed following DO No. 7, s. 2015 (HIRING GUIDELINES FOR TEACHER I POSITIONS FOR SCHOOL YEAR (SY) 2015-2016).
2. This recruitment shall only accept applicants whose majors are **MAPEH, Science, English, Edukasyon sa Pagpakatao (EsP), Mathematics, Filipino and Technology and Livelihood Education (TLE)** and Kindergarten or BEE graduates that has acquired 18 Units of Early Childhood Education.
3. This Office further announces that receiving of applications will commence on **August 29-September 3, 2018** in schools nearest to the applicants wish for the documentary verification and certification of the schools screening committee.
4. 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).
5. As provided is DepEd Order No. 7, s. 2015 an applicant shall submit to the head of the 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.

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- 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
- NBI Clearance
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (form attached herein)

Additional requirements

- Certified photocopy of General Weighted Average from the Registrar of the school where the applicant graduated.

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

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

9. Queries related to this can be relayed to **Sunny Ray F. Amit**, Assistant Schools Division Superintendent at **09955380601**.

Encl: as stated

Copy furnished:

Records Unit

To be posted in the website.

**SCHEDULE OF ACTIVITIES IN THE SCREENING AND EVALUATION
JUNIOR HIGH SCHOOL TEACHER I APPLICANTS**

Time Frame	Activity	Point Person
August 29- September 3 2018	Submission of documents by the Teacher I applicants to the School screening committee.	Teacher I Applicants
September 7, 2018	Submission of documents by the School screening committee to the Division Selection Committee.	School Selection Committee
September 10, 2018	Evaluation of documents of the Junior High School Teacher I applicants by the Division Selection Committee at Division Annex Building.	Division Selection Committee
September 11, 2018	Conduct of interview and demonstration teaching of the Junior High School Teacher I applicants at Division Annex Building (Casisang SHS) by the Division Selection Committee	Teacher I Applicants
September 12, 2018	Tentative schedule of the administration of English Proficiency test by the Division Selection Committee at Casisang Senior High School	Division Selection Committee
September 13, 2018	Review of the eRQA by the Division Selection Committee	Division Selection Committee
September 14, 2018	Submission of eRQA to the Office of the Schools Division Superintendent for Approval	Division Selection Committee
September 17, 2018	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 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

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