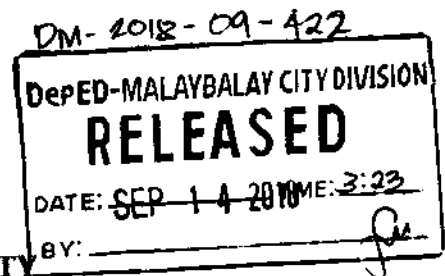




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City


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DIVISION MEMORANDUM

No. 422, s. 2018

TO : Assistant Schools Division Superintendent
Chief Education Supervisors and Staff, CID and SGOD
Public Elementary and Secondary School Heads
This Division

FROM :  **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE : September 12, 2018

SUBJECT : SPECIAL RECRUITMENT OF ELEMENTARY,
SPECIAL EDUCATION (SPED) AND ALTERNATIVE
LEARNING SYSTEM TEACHER 1 APPLICANTS FOR
SCHOOL YEAR 2018-2019 / CALENDAR YEAR 2018

1. Field officials are hereby informed of the enclosed hiring guidelines for the receipt of the application for Elementary, Special Education (SPED) and Alternative Learning System (ALS) Teacher 1 position which shall now commence based on DepED Order No. 7, s. 2015 for the special recruitment, evaluation, and selection process for the newly-created positions.

2. This recruitment shall only accept applicants whose qualifications fall under Section 5.2 of the said department order and possess the additional requirements stated at Section 7.1.3 for Special Education (SPED) Elementary Teacher 1 applicants.

3. This Office further announces that receiving of applications will commence on September 17 - 19, 2018 in schools nearest to the applicant's residence for the documentary verification and certification of the schools screening committee and to the Division Office for the SPED and ALS Teacher 1 Applicants.

4. Qualified applicants shall submit a written application, with the **Applicant Number indicated**, 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 or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office.
- Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET)
- Certified copy of transcript of records
- Copies of service records, performance rating, and school clearance for those with teaching experience.
- Certificates of specialized training, if any
- Certified copy of the Voter's ID
- NBI Clearance
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

Additional requirements

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

5. It is further advised that all qualified applicants shall take the English Proficiency Test (EPT) on September 22, 2018 at Casisang Senior High School designated rooms. Applicants who have previously taken the test shall have the option to retake with the condition that the latest result will be considered in the computation.

6. All documents submitted shall be duly authenticated by the Division Records Officer, Florabelle Porras.

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

8. Queries related to this can be relayed to Jasmin J. Adriatico, Education Program Supervisor at 09177714505.

Encl: as stated

Copy furnished:

Records Unit

TO BE POSTED IN THE WEBSITE

**SCHEDULE OF ACTIVITIES IN THE SPECIAL RECRUITMENT OF
ELEMENTARY, SPECIAL EDUCATION (SPED) AND ALTERNATIVE
LEARNING SYSTEM TEACHER I APPLICANTS FOR
SCHOOL YEAR 2018-2019/ CALENDAR YEAR 2018**

Time Frame	Activity	Point Person
September 17-19, 2018	Submission of documents by the Elementary Teacher I applicants to the School Screening Committee	Teacher I Applicants
	Submission of documents by the SPED Elementary Teacher I applicants to the Division Selection Committee	Teacher I Applicants
	Submission of documents by the Alternative Learning System Teacher I applicants to the Division Selection Committee	Teacher I Applicants
September 20-21, 2018	Submission of documents by the School Screening Committee to the Division Selection Committee	School Selection Committee
September 22, 2018	Administration of English Proficiency Test (EPT) at Casisang Senior High School	Division Selection Committee
September 25-26, 2018	Evaluation of documents of the Elementary Teacher I applicants by the Division Selection Committee at the Division Annex Building	Division Selection Committee
September 27, 2018	Evaluation of documents of the SPED Elementary Teacher I applicants by the Division Selection Committee at the Division Annex Building	Division Selection Committee

September 28, 2018	Evaluation of documents of the Alternative Learning System (ALS) Teacher I applicants by the Division Selection Committee at the Division Annex Building	Division Selection Committee
October 2-3, 2018	Conduct of interview and assessment of demonstration teaching of the Elementary Teacher I applicants by the Division Selection Committee at the Division Annex Building	Division Selection Committee
October 4, 2018	Conduct of interview and assessment of demonstration teaching of the SPED Elementary Teacher I applicants by the Division Selection Committee at the Division Annex Building	Division Selection Committee
October 5, 2018	Conduct of interview and assessment of demonstration teaching of the Alternative Learning System (ALS) Teacher I applicants by the Division Selection Committee at the Division Annex Building	Division Selection Committee
October 9-11, 2018	Review of the eRQA by the Division Selection Committee	Division Selection Committee
October 12, 2018	Submission of eRQA to the Office of the Schools Division Superintendent for Approval	Division Selection Committee
October 16, 2018	Posting of the Registry of Qualified Applicants for Elementary, SPED Elementary and ALS Teacher I Positions	Division Selection Committee