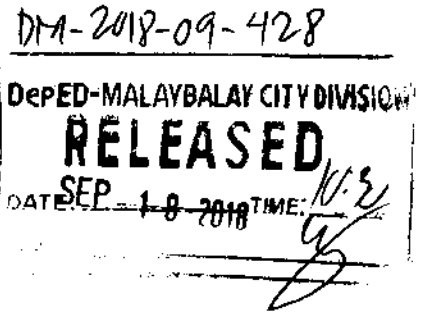




Republic of the Philippines  
**Department of Education**  
DIVISION OF MALAYBALAY CITY



**DIVISION MEMORANDUM**

No. 428, s. 2018

**TO:** Asst. Schools Division Superintendent  
Chief/ Education Program Supervisors, SGOD and CID  
All School Heads  
All Others Concerned  
This Division

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

**DATE:** September 13, 2018

**SUBJECT: SPECIAL RECRUITMENT OF SHS TEACHER II APPLICANTS FOR SCHOOL YEAR 2018-2019**

1. Field officials are hereby informed of the enclosed hiring guidelines for the receipt of application for SHS Teaching position following DepEd Order No. 3, s. 2016 (HIRING GUIDELINES FOR SHS TEACHER POSITIONS FOR SCHOOL YEAR (SY) 2016-2017).
2. This recruitment shall only accept applicants whose majors are **STEM, HUMMS, ARTS AND DESIGN, SPORTS, TVL-SMAW, ICT AND HOME ECONOMICS** and is currently teaching in Public Junior High Schools this Division .
3. This Office further announces that receipt of applications will be on **September 17-21, 2018** in schools nearest to the applicants for the documentary verification and certification of the school 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 in DepEd Order No. 3, s. 2016, an applicant shall submit to the head of the secondary school a handwritten application supported by the following documents.

Requirements	Applicants for Permanent Positions	Applicants for Part-time Positions
Mandatory Requirements	<ul style="list-style-type: none"><li>• Letter of intent which shall indicate the following information:<ol style="list-style-type: none"><li>a. Statement of Purpose/expression of interest</li><li>b. Subject group he/she intends to teach</li><li>c. Willingness to be assigned anywhere where his/her services are needed.</li></ol></li></ul>	

	<ul style="list-style-type: none"> <li>• CSC Form 212, revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture.</li> <li>• Certified photocopy of certificates of relevant specialized trainings, if any</li> <li>• Certified copy of voter's ID and/or any proof of residency</li> <li>• National Bureau of Investigation Clearance</li> <li>• Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant</li> </ul>	
Additional Requirements	<ul style="list-style-type: none"> <li>• Certified photocopy of Diploma on Bachelor's degree.</li> <li>• Certified copy of transcript of records with at least 15 units of specialization in relevant strand/specialized subject.</li> <li>• Certified photocopy of PRC professional identification Card</li> <li>• Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teachers.</li> <li>• Certified photocopy of General Weighted Average from the Registrar of the school where the applicant graduated.</li> </ul>	<ul style="list-style-type: none"> <li>• Written approval from his or her head of unit if he/she is currently employed by the national government or the local government unit.</li> </ul>
Additional Requirements of TVL Teacher Applicants	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Certified photocopy of trainers Methodology Certificate (TMC), if available</li> </ul>	
Additional Requirements of Arts and Design and Sports Teacher Applicants	<ul style="list-style-type: none"> <li>• Certified photocopy of certificate of proficiency/recognition from recognized and respectable relevant associations/organizations/guild.</li> </ul>	

6. The school screening committee shall issue a certification to the applicant that it has received the application specifying the documents following the format attached in Enclosure 2. He/She must register to the Department's online system at [application.deped.gov.ph](http://application.deped.gov.ph) where Personal Data Sheet is electronically generated to be included in the application documents.

7. Further, applicants are directed to observe the schedule of activities in Enclosure 1.

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

9. Queries related to this can be relayed to **Ralph T. Quirog**, Chief Education Supervisor, Curriculum Implementation Division.

Encl: as stated

Copy furnished:

Records Unit

To be posted in the website.

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

<b>Time Frame</b>	<b>Activity</b>	<b>Point Person</b>
September 17-21 2018	Submission of documents by the Teacher I applicants to the School screening committee.	Teacher Applicants
September 22, 2018	Schedule of the administration of English Proficiency test by the Division Selection Committee at Casisang Senior High School	Division Selection Committee
September 24, 2018	Submission of documents by the School screening committee to the Division Selection Committee.	School Selection Committee
September 25, 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 26, 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 Applicants
September 27, 2018	Review of the eRQA by the Division Selection Committee	Division Selection Committee
September 28, 2018	Submission of eRQA to the Office of the Schools Division Superintendent for Approval	Division Selection Committee
October 1, 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