

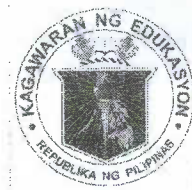


DEPARTMENT OF EDUCATION

Region X-Northern Mindanao DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay
Contact Numbers: 813-2894, 221-4597

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DIVISION MEMORANDUM

No. 019 s. 2013 *2013*

TO : Education Program Supervisors-Designate and Division Coordinators-Designate
Public Schools District Supervisors
Elementary and Secondary School Principals

FROM : EDILBERTO L. OPLENARIA
OIC, Schools Division Superintendent *Ople*

DATE : January 22, 2013

RE : Recruitment of Teacher I Applicants

Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 01/22/13 Time: 08:28am
By: *[Signature]*

1. For information, guidance and compliance of all concerned, this Office hereby announces and commences the receipt of applications by Teacher I applicants to the School Selection Committee and documentary evaluation from January 28 to February 7, 2013 as indicated in the enclosed Schedule of Activities in the selection process.
2. As provided in the enclosed DepEd Order No. 12, s. 2012, an applicant shall submit to the head of the elementary or secondary school a written application supported by the following documents:
 - CSC Form 212 (Revised 2005) in two copies with the latest 2" x 2" ID picture
 - Certified photocopy of PRC Certificate of Registration/License
 - Certified photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers
 - Certified copies of transcript of records for baccalaureate course
 - Copies of service record, 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 (form attached herein)
3. The Kindergarten Volunteer Teachers should submit a duly certified copy of their contract of service. While ALS Instructional Managers/Facilitators should submit a certified photocopy of the contract of service signed by the LGU and a certification of the services rendered signed by the PSDS.

If any of these documents are not submitted, the School Selection Committee may refuse acceptance of the application.

All documents submitted shall be duly authenticated by the Administrative Officer. (Applicants for BNHS and its annexes shall be authenticated by *Ms. Asuncion Belderol*, Administrative Officer IV, while other applicants shall be authenticated by *Ms. Jutchel L. Nayra*, Division Administrative Officer V)

The Committee shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted in support of the application.

4. In order to standardize the evaluation and the selection of kindergarten teacher-applicants, the educational qualifications stipulated in the enclosed DepEd Order No. 81, s. 2012 in addition to the guidelines pursuant to DepEd Order No. 12, s. 2012 as stated in Paragraph Nos.: 5.3, 5.3.1 to 5.3.8 shall be adhered.
5. Further, you are directed to observe the schedule of activities in the selection process set by this Office as a timetable.
6. This Memorandum shall be posted in the Division/District/School Bulletin Boards for information and guidance of all concerned.
7. For immediate dissemination and strict compliance.

Encl. As Stated
Copy furnished: Records Section

SCHEDULE OF ACTIVITIES IN THE SELECTION PROCESS

Time Frame	Activity
January 21-25, 2013	Orientation/Announcement/Dissemination of DepEd Order No. 12, s. 2012 re: <i>Revised Guidelines on the Hiring of Teacher I Positions Based on the Reform Actions in Basic Education Sector reform Agenda</i> and DepEd Order No. 81, s. 2013 re: <i>Additional Policy Guidelines on Hiring and Deployment of Kindergarten Teachers</i>
January 28-February 7, 2013	Submission of documents by teacher applicants to the School Selection Committee and documentary evaluation
February 8, 2013	Orientation of the Teacher Applicants at Bukidnon NHS Gymnasium at 9 o'clock AM. Submission of documents by the School Selection Committee to the Division Sub Committee.
February 11-15, 2013	Conduct of Interview and Demonstration Teaching by the Division Sub-Committees
February 22, 2013	Submission of eROA by the Division Sub-Committee to the Division Selection Committee
February 26, 2013	Simultaneous Administration of the English Proficiency Test by the Division Sub-Committee
March 4 - 8, 2013	Review of the eROA of the Division Sub-Committee by the Division Selection Committee
March 15, 2013	Posting of the Registry of Qualified Applicants (ROA)

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 the documents submitted as to completeness and authenticity.

IN WITNESS WHEREOF, I have hereto set my hand this _____ day of _____, 2013 at Malaybalay City, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2013 in Malaybalay City, Philippines. Affiant exhibiting to me his/her _____ issued on _____ CTC No. _____
_____ th day of _____ 2013 at _____
Day Month Place of Issue

NOTARY PUBLIC

Doc. No. _____
Book No. _____
Page No. _____
Series of 2013