



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



Telefax # 088-81-2894, E-mail add: [depedmlyblycity@yahoo.com](mailto:depedmlyblycity@yahoo.com)

February 05, 2015

**DIVISION MEMORANDUM**

No. 033 s. 2015

150  
Dep-MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: FEB 05 2015 Time: 4:16 PM  
by: Grabelle

**ADDENDUM TO DIVISION MEMORANDUM NO. 020 AND  
DIVISION MEMORANDUM NO. 018, S. 2015  
RE: RECRUITMENT OF TEACHER I APPLICANTS**

**TO: Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned  
This Division**

1. In compliance to DepED Order No. 14, s. 2014 (*Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2014-2015*), Section 4.0 Item 4.2 which states that "The School Screening Committee shall verify all documents as to completeness and authenticity. 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.", this Office hereby provides a suggested format of the Certification to be issued by the School Screening Committee to the applicants upon receipt of their application. A copy of which must be placed on top of every applicant's folder upon submission to the Division Selection Committee.
2. It is further reiterated that School Screening Committee must comply and adhere strictly to the existing guidelines in exercising their functions particularly in paragraph 2 of Section 4.0 of DepED Order No. 14, s. 2014 which states that "If any one of the required documents is not submitted, the School Screening Committee shall refuse acceptance of the application."
3. Immediate dissemination of this Memorandum is desired.

*for: Ople*  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

Department of Education  
Region X – Northern Mindanao  
Division of Malaybalay City

\_\_\_\_\_ District  
\_\_\_\_\_ School

**CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

**THIS IS TO CERTIFY** that the School Screening Committee of \_\_\_\_\_  
School, \_\_\_\_\_ District has received the Application Letter for Teacher I  
Position of \_\_\_\_\_ (Name of the Applicant) with the following documents  
submitted in support to his/her application.

- \_\_\_\_\_ 1. CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
- \_\_\_\_\_ 2. Certified photocopy of PRC professional identification card
- \_\_\_\_\_ 3. Certified photocopy of ratings obtained in the Licensure Examination for  
Teachers/ Professional Board Examination for Teachers.
- \_\_\_\_\_ 4. Certified copy of transcript of records
- \_\_\_\_\_ 5. Copies of service record, performance rating, and school clearance for those  
with teaching experience.
- \_\_\_\_\_ 6. Certificates of specialized training, if any
- \_\_\_\_\_ 7. Certified copy of the Voter's ID and/or any proof of residency as deemed  
acceptable by the School Screening Committee
- \_\_\_\_\_ 8. NBI Clearance
- \_\_\_\_\_ 9. Omnibus certification of authenticity and veracity of all documents  
submitted, signed by the applicant.

Issued this \_\_\_\_\_ day of February, 2015.

**SCHOOL SCREENING COMMITTEE:**

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Chairman