



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

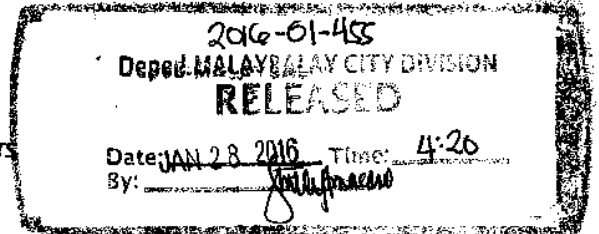
Purok 6, Casisang, Malaybalay City
Contact Numbers: 813-314-0094

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



DIVISION MEMORANDUM

No. 044 s. 2016



TO : Chief Education Supervisors - CID & SGOD
Education Program Supervisors/ Coordinators
Public Schools District Supervisors
Elementary and Secondary School Heads

FROM : EDILBERTO L. OPLENARIA, CESO VI
S.OIC, Schools Division Superintendent

DATE : January 27, 2016

RE : Recruitment of Senior High School Teacher Applicants

- For information, guidance and compliance of all concerned, this Office hereby announces and commences the receipt of applications of Senior High School Teacher applicants to the School where they intend to apply and documentary evaluation as indicated in the enclosed Schedule of Activities in the selection process.
- As provided in DepEd Order No. 3, s. 2016, applicants shall register to the Department's online system at application.deped.gov.ph where they must encode their Personal Data Sheet (PDS) and select the division(s) where they want to be ranked.
- An applicant shall submit to the head of the secondary school a **handwritten application** supported by the following documents in two copies:

	Applicants for Permanent Positions	Applicants for Part Time Positions
Mandatory Requirements	<ul style="list-style-type: none"> ➤ Letter of intent which shall indicate the following information: <ol style="list-style-type: none"> a. Statement of purpose/expression of interest b. Subject group he/she intends to teach c. Preferred school (s), if any ➤ CSC Form 212 (Revised 2005) in two copies with the latest 2" x 2" ID picture ➤ Certified photocopy of certificates of relevant specialized trainings, if any ➤ Certified copy of the Voter's ID and/or any proof of residency ➤ National Bureau of Investigation (NBI) Clearance ➤ Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (form attached herein) 	

Additional Requirement	<ul style="list-style-type: none"> ➤ Certified photocopy of Diploma on Bachelor's degree ➤ Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject ➤ Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration /license ➤ Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET) 	Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit..
Additional requirements for TVL teacher applicants	<ul style="list-style-type: none"> ➤ Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses) <ul style="list-style-type: none"> ➤ Certified photocopy of Trainers Methodology Certificate (TMC), if available 	
Additional requirement for Arts and Design and Sports Track teacher applicants	<ul style="list-style-type: none"> ➤ Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild 	
Additional requirement for HEI/TVI faculty	<ul style="list-style-type: none"> ➤ Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI 	

4. Academic personnel applicants from HEIs must present a Certificate of Service Rendered and of Good Standing from his or her previous employer with the information listed below, if available.
 - a. Employers name
 - b. Job Title
 - c. Duration of services rendered by the applicant employee
5. Applicants who have already submitted the complete requirements during the Call for Expressions of Intent are not required to resubmit. However, they may submit additional/updated documents (e.g. new certificates, portfolio pieces, etc.). Applicants who have submitted partial or incomplete documents shall be required to submit the lacking necessary documents.
6. All documents submitted shall be duly authenticated by the Administrative Officer. (Applicants for BNHS and its annexes shall be authenticated by **Mr. Almaco Filemon Villanueva** Administrative Officer IV, while other applicants shall be authenticated by **Ms. Florabelle R. Porras**, Division Administrative Officer IV)

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.

7. In compliance to section VI of the above mentioned Department order all secondary school heads are required to submit their school screening committee to this office on or before January 29, 2016 for the issuance of their designation order from the office of the Schools Division Superintendent.
8. This Memorandum shall be posted in the Division/District/School Bulletin Boards for information and guidance of all concerned.
9. For immediate dissemination and strict compliance.

Encl. As Stated

Copy furnished: Records Section

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

TIME FRAME	ACTIVITY
February 3, 2016	Orientation of Senior High School Teacher applicants at Bukidnon National High School Gymnasium @ 9:00 AM
February 8, 2016	Deadline of the submission of documents by senior high school teacher applicants to the School Screening Committee
February 10, 2016	Submission of documents by the School Screening Committee to the Division Selection Committee
February 11 – 12, 2016	Evaluation of documents of teacher applicants by the Division Selection Committee
February 19 & 22-25, 2016	Conduct of interview and demonstration teaching by the Division Selection Committee
February 26, 2016	Tentative schedule of the administration of the English Proficiency Test by the Division Selection Committee
March 4, 2016	Submission of eRQA to the Office of the Schools Division Superintendent
March 10, 2016	Posting of the Registry of Qualified Applicants

Memo # 3 ... 2016

CiD/alo



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DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

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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 _____, 2015 at Malaybalay City, Bukidnon, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this ___ day of _____, 2015 in the City of Malaybalay, Bukidnon, Philippines. Affiant exhibiting to me his/her CTC No. _____ issued on ___ th day of _____, 2015 at _____.

NOTARY PUBLIC

Doc. No. _____
Book No. _____
Page No. _____
Series of 2015