



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

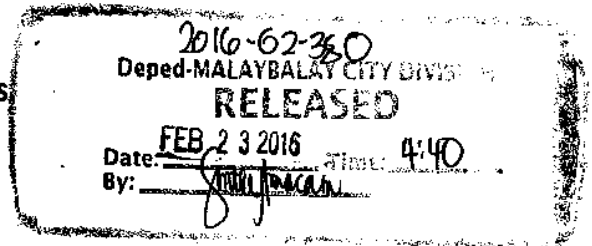
No. 081, s. 2016 -

To : PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS

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

Date : February 22, 2016

Re : SUBMISSION OF THE COMPOSITION OF THE SCHOOL SCREENING COMMITTEE ON
THE HIRING OF TEACHER I POSITION FOR SCHOOL YEAR 2016-2017



1. In pursuance to DepEd Order No. 9, s. 2016, the recruitment, selection and hiring of Teacher I Position for SY 2016-2017 shall now proceed following the provisions of DepEd Order No. 7, s. 2015 and DepEd Order No. 22, s. 2015.
2. All school heads are hereby directed to submit the composition of the School Screening Committee following section 6.2.1.1 a, b, and c of Section 6.2.1 of DepEd Order No. 7, s. 2015 on or before **February 25, 2016** Attn: **ROSIE A. SALUPADO**, Education Program Supervisor.
3. The School Screening Committee shall do the following functions as stipulated in section 6.2.1.2 of the said DepEd Order:
 - a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places and at the websites of schools and teacher education training institutions at all times. The step-by-step procedure in applying for Teacher I positions, including a copy of this Order, must be posted as well.
 - b. Receives applications and documents.
 - c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents.
 - d. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application.
 - i. The School Screening Committee shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents.
 - ii. Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee, albeit such submissions must be noted and marked by the Committee.
 - e. Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the Office of the School Head for records purposes.
4. For immediate dissemination and compliance.