



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City

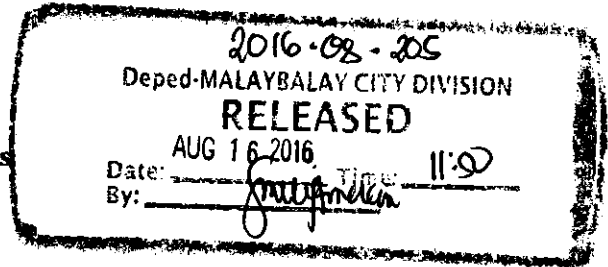
Telefax: (0880 or 088) 413-0094 email: [depedbmblycity@gmail.com](mailto:depedbmblycity@gmail.com)



**DIVISION MEMORANDUM**

No. 425 s. 2016

**TO: Education Program Supervisors  
Public Schools District Supervisors  
Secondary School Heads  
This Division**



**FROM: EDILBERTO L. OPLENARIA, CESO VI**  
SIC- Schools Division Superintendent

**DATE:** August 12, 2016

**SUBJECT: Special Recruitment of Indigenous Peoples (IP) Teacher I Applicants**

1. Pursuant to DO No.50, s. 2016, the receipt of the application for Indigenous Peoples (IP) Teacher I positions shall now proceed following the procedures of the above stipulated memorandum.
2. This office hereby announces and commences the receipt of applications of Indigenous Peoples (IP) Teacher I applicants for Pighalugan Elementary School Nalumusan, Silae, Malaybalay City to the Schools Selection Committee and documentary evaluation from **August 15-19, 2016** as indicated in the enclosed schedule of activities in the selection process.
3. As provided in the enclosed DepEd Order No. 50, s. 2016 an applicant shall submit to the head of the School Head a handwritten application supported by the following documents.
  - CSC Form 212 (revised 2005) 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.
  - Copies of serviced 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
  - Certification from Provincial NCIP attesting the applicant's membership of the ICC.
  - Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (form attached herein)

***If any of these documents are not submitted, the school selection committee will still accept the application provided that the applicants will comply the lacking documents.***

All documents submitted shall be duly authenticated by the Administrative Officer ***Ms. Florabelle R. Porras***, Administrative Officer IV-Records Section.

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

4. Further, you are directed to observe the schedule of activities in the selection process set by this office as timetable attached as enclosure 1.
5. This Memorandum shall be posted in the division/District/School Bulletin Boards information and guidance of all concerned.
6. For immediate dissemination and strict compliance.

Encl: as stated

Copy furnished:

Records Unit

To be posted in the website.

*Enclosure 1:*

**SCHEDULE OF ACTIVITIES IN THE SCREENING AND EVALUATION OF SPECIAL  
RECRUITMENT OF INDIGENOUS PEOPLES TEACHER I APPLICANTS**

<b>Time Frame</b>	<b>Activity</b>
August 22,2016	Orientation of the Division Selection Committee on DepEd Order No. 50 s, 2016.
August 15-19,2016	Submission of documents by the Teacher I applicants to the School screening committee.
August 22,2016	Submission of documents by the School screening committee to the Division Selection Committee.
August 23,2016	Evaluation of documents of the Special Recruitment of Indigenous Peoples Teacher I applicants by the Division Selection Committee at Division Multi-purpose hall.
August 24,2016	Conduct of interview and demonstration teaching of the Special Recruitment of Indigenous Peoples teacher I applicants by the Division Selection Committee.
August 25,2016	Tentative schedule of the administration of English Proficiency test by the Division Selection Committee.
August 30,2016	Submission of eRQA to the office of the Schools Division Superintendent
September 5,2016	Posting of the Registry of Qualified Applicants



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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 documents submitted as to completeness and authenticity.

IN WITNESS WHEREOF, I have hereto b set my hand this \_\_\_\_day of \_\_\_\_\_, 2016 at Malaybalay City, Bukidnon, Philippines.

\_\_\_\_\_  
 Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_day of \_\_\_\_\_, 2016 in the City of Malaybalay, Bukidnon. Affiant exhibiting to me his/her CTC No. \_\_\_\_\_ issued on \_\_\_\_th day \_\_\_\_\_, 2016 at \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Series of 2016