



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY

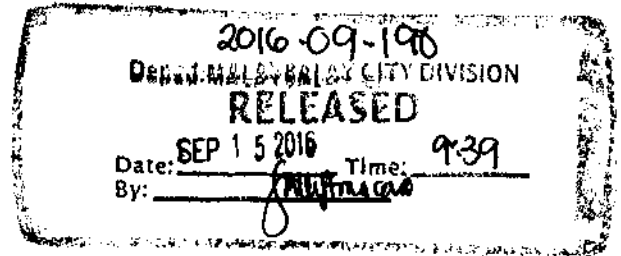


Sayre Highway, Purok 6, Casisang, Malaybalay City
Telefax # 088-314-0094, E-mail add: depedmlyblycity@yahoo.com

DIVISION MEMORANDUM

No. 474 s. 2016

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



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

DATE: September 13, 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 **Luyungan Center for Indigenous Peoples Learning and Sustainable Development**, Bangcud, Malaybalay City to the Schools Selection Committee and documentary evaluation from **September 14-16, 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 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)



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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 for 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.



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Enclosure 1:

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

Time Frame	Activity
September 13-16, 2016	Submission of documents by the Teacher I applicants to the School screening committee.
September 20, 2016	Submission of documents by the School screening committee to the Division Selection Committee.
September 21, 2016	Evaluation of documents of the Special Recruitment of Indigenous Peoples Teacher I applicants by the Division Selection Committee at Division Multi-purpose hall.
September 22, 2016	Conduct of interview and demonstration teaching of the Special Recruitment of Indigenous Peoples Teacher I applicants by the Division Selection Committee.
September 23, 2016	Tentative schedule of the administration of English Proficiency test by the Division Selection Committee.
September 26, 2016	Submission of PQA to the office of the Schools Division Superintendent
September 27, 2016	Posting of the Pool 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 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