



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

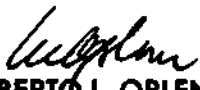


Telefax: (0880 or 088) 413-0094 email: depedmlblycity@gmail.com

DIVISION MEMORANDUM

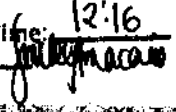
No. 104 s. 2017

TO: Chief/ Education Program Supervisors and Staff, SGOD and CID
Public Elementary and Secondary School Heads
All others concerned
This Division

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

DATE: February 21, 2017

**SUBJECT: SPECIAL RECRUITMENT OF KINDERGARTEN TEACHER I APPLICANTS
FOR THE SCHOOL YEAR 2016-2017**

2017-02-304
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date FEB 22 2017 Time 12:16
By: 

1. Pursuant to DO No. 7, s. 2015, This Office hereby announces and commences the receipt of applications of for Special Recruitment of Kindergarten Teacher I following the procedures of the above stipulated memorandum. Interested Kindergarten applicants shall directly submit the pertinent documents to the Division Selection Committee not later than **February 24, 2016** as indicated in the enclosed schedule of activities in the selection process.

2. As provided in the enclosed DepEd Order No. 7, s. 2015 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
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (form attached herein)

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

3. Further, you are directed to observe the schedule of activities in the selection process set by this office as timetable attached as enclosure 1.
4. 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**

Time Frame	Activity
February 27 ,2017	Evaluation of documents of the Special Recruitment of Kindergarten Teacher I applicants by the Division Selection Committee at Division Multi-purpose hall.
February 28 ,2017	Conduct of interview, demonstration teaching and English Proficiency Test of the Special Recruitment of Kindergarten Teacher I applicants by the Division Selection Committee.
March 1,2017	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 _____, 2017 in the City of Malaybalay, Bukidnon. Affiant exhibiting to me his/her CTC No. _____ issued on ____th day _____, 2017 at _____.

Doc. No. _____
Book No. _____
Page No. _____
Series of 2017