



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

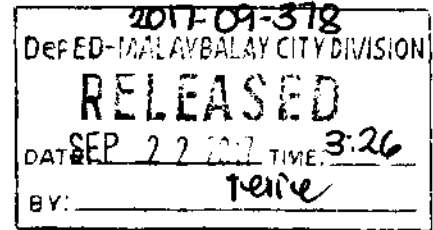
Sayre Highway, Purok 6, Casisang, Malaybalay City
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DIVISION MEMORANDUM

No. 491 s. 2017

**TO: Chief Education Supervisors CID, SGOD and Staff
Secondary School Heads
This Division**



FROM: *[Signature]*
EDILBERTO L. OPLENARIA, CESO VI
OIC- Schools Division Superintendent

DATE: September 22, 2017

SUBJECT: SPECIAL RECRUITMENT PROCESS FOR SHS SPECIAL SCIENCE TEACHER I APPLICANTS

1. Pursuant to Office of the Undersecretary Memorandum OD-PS-0363 dated June 13, 2017, this Office hereby announces and commences the receipt of application documents of SHS Special Science Teacher I Positions for the School year 2017-2018 to the Schools Selection Committee and documentary evaluation from **September 25-29, 2017** as indicated in the enclosed schedule of activities in the selection process.

2. The DOST-SEI Scholar under Junior Level Science Scholarship (RA10612) applicant shall submit to the School Head of the schools they intend to apply a handwritten application supported by the following documents.

- CSC Form 212 (revised 2017) 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. (if LET passers)
- Certified copy of transcript of records.
- 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)

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 **Ms. Florabelle R. Porras**, Administrative Officer IV-Records Section.



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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.

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

4. For immediate dissemination and strict compliance.

Encl: as stated

Copy furnished:

Personnel Unit

To be posted in the website.



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**SCHEDULE OF ACTIVITIES IN THE SCREENING AND EVALUATION OF SPECIAL
RECRUITMENT OF SHS SPECIAL SCIENCE TEACHER I APPLICANTS**

Time Frame	Activity
September 25-29, 2017	Submission of documents by the Teacher I applicant to the School screening committee.
October 2, 2017	Submission of documents by the School screening committee to the Division Selection Committee.
October 3, 2017	Evaluation of documents of the Special Recruitment of Special Science Teacher I applicant by the Division Selection Committee at Division Multi-Purpose Hall.
October 7, 2017	Conduct of interview and demonstration teaching of the Special Recruitment of Special Science Teacher I applicant by the Division Selection Committee.
October 8, 2017	Tentative schedule of the administration of English Proficiency test by the Division Selection Committee.
October 19, 2017	Submission of PQA to the office of the Schools Division Superintendent
October 20, 2017	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 b set my hand this ____day of _____, 2017 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