



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

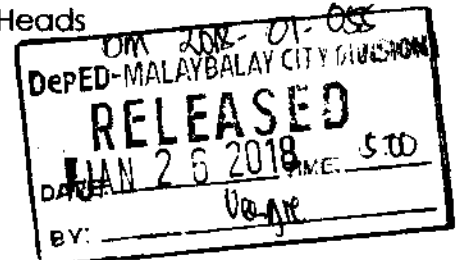
No. 055 s. 2018

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

FROM: 
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

DATE: January 25, 2017

**SUBJECT: RECRUITMENT OF KINDERGARTEN, ELEMENTARY AND JUNIOR
HIGH SCHOOL TEACHER I APPLICANTS FOR THE SCHOOL YEAR
2018-2019**



1. The field officials are hereby informed of the enclosed hiring guidelines for the receipt of the application for Kindergarten, Elementary and Junior High School Teacher I positions which shall now proceed following the procedures of DO No. 7, s. 2015 and DO No. 22, s. 2015.
2. This Office further announces that the receiving of applications of the aforementioned positions will commence on **February 5-9, 2018** in the respective schools where applicants wish to apply for the documentary verification and certification of the schools screening committee as indicated.
3. The issuance of these guidelines aims to integrate and further institutionalize the primary objective of the enhanced Basic Education act of 2013 that upholds the overall quality of basic education in the country by hiring highly competent teachers and to advocate the department's mandate under the magna carta for public school teachers (RA 4670).
4. As provided in the enclosed DepEd Order No. 7, s. 2015 an applicant shall submit to the head of the elementary/secondary school 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.
 - Certified copy of transcript of records.

- Copies of service 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 (form attached herein)

Additional requirements

- Certified photocopy of General Weighted Average from the Registrar of the school where the applicant graduated.

The school screening 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 following the following format attached in enclosure no. 2.

5. All schools are directed to submit the composition of their respective school screening committees following the qualification stipulated in D.O no. 7, s. 2015 on or before February 6, 2018 via email at vincent2016sanmiguel@gmail.com.
6. All applicants from Kindergarten to Junior High School must register to the Department's online system at **application.deped.gov.ph** where Personal Data Sheet is electronically generated to be included in the application documents.
7. Further, you are directed to observe the schedule of activities in the selection process set by this office as timetable attached in enclosure no. 1.
8. This Memorandum shall be posted in the Division/District/School Bulletin Boards for information and guidance of all concerned.
9. For immediate dissemination and strict compliance.

Encl: as stated

Copy Furnished:
Records Unit

To be posted in the website.

SCHEDULE OF ACTIVITIES IN THE SCREENING AND EVALUATION OF KINDERGARTEN, ELEMENTARY AND JUNIOR HIGH SCHOOL TEACHER I APPLICANTS

Time Frame	Activity		Point Person
February 2, 2018	Orientation of the Kindergarten, Elementary and Junior High School Teacher I applicants and school Screening committee chairman or representative at Bangcud National High School Auditorium @ 9:00AM.		Division Selection Committee
February 5-9, 2018	Submission of documents by the Teacher I applicants to the School screening committee.		Teacher I Applicants
February 12, 2018	Orientation of the Division Selection Committee on DepEd Order No. 7 s. 2015.		Division Selection Committee
February 22-23, 2018	Submission of documents by the School screening committee to the Division Selection Committee.		School Selection Committee
February 26-28, 2018	Evaluation of documents of the Kindergarten, Elementary and Junior High School Teacher I applicants by the Division Selection Committee at Division Annex Building.		Division Selection Committee
March 5-9, 2018	Conduct of interview and demonstration teaching of the Kindergarten, Elementary and Junior High School Teacher I applicants at Division Annex Building (Casisang SHS) by the Division Selection Committee		Teacher I Applicants
	K to Elem.	JHS	
March 5, 2018	District 1 & 2	English	Teacher I Applicants
March 6, 2018	District 3 & 4	Math	
March 7, 2018	District 5 & 6	Science	
March 8, 2018	District 7 & 8	EsP, MAPEH & AP	
March 9, 2018	District 9 & 10	Filipino & TLE	
March 10, 2018	Tentative schedule of the administration of English Proficiency test by the Division Selection Committee at Casisang Senior High School		Division Selection Committee
March 19-22, 2018	Review of the eRQA by the Division Selection Committee		Division Selection Committee
March 23, 2018	Submission of eRQA to the office of the Schools Division Superintendent		Division Selection Committee
April 2, 2018	Posting of the Registry of Qualified Applicants		Division Selection Committee



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Malaybalay City District _____



_____ School
_____ Malaybalay City

CERTIFICATION

To whom it may concern:

This is to certify that the School Screening Committee of _____ Malaybalay City District _____, has received the application letter for Teacher I position of _____ with the following documents submitted in support to his/her application.

- _____ 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.
- _____ Certified copy of transcript of records.
- _____ Certified copy of General weighted average from the school graduated.
- _____ Copies of service 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)

Issued this _____ day of _____, 2018 at Malaybalay City, Bukidnon, Philippines.

SCHOOL SCREENING COMMITTEE

Member

Member

Member

Member

School Head/Chairman



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



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

Enclosure no. 3 of Division Memorandum no. OSS s. 2018

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 _____, 2018 at Malaybalay City, Bukidnon, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this _____day of _____, 2018 in the City of Malaybalay, Bukidnon. Affiant exhibiting to me his/her CTC No. _____ issued on _____th _____ day _____, 2018 at _____.

Doc. No. _____
Book No. _____
Page No. _____
Series of 2018