



Republic of the Philippines  
**Department of Education**  
DIVISION OF MALAYBALAY CITY

DM-2019-01-028

DepED-MALAYBALAY CITY

**RELEASED**

DATE: JAN 23 2019 TIME: 9:39

BY:

**DIVISION MEMORANDUM**

No. 028, s. 2019

To: Assistant Schools Division Superintendent  
Chief/ Education Program Supervisors, SGOD and CID  
All School Heads  
All Others Concerned  
This Division

From:   
**REBONGFAMIN R. BAGUIO**  
Schools Division Superintendent

Date: January 23, 2019

Subject: **ANNOUNCEMENT FOR THE SELECTION PROCESS OF TEACHER I  
(KINDERGARTEN, ELEMENTARY AND JUNIOR HIGH SCHOOL)  
APPLICANTS FOR SCHOOL YEAR 2019-2020**

1. Field officials are hereby informed of the enclosed hiring guidelines for the receipt of the application for Elementary Teacher I position which shall now proceed following DO No. 7, s. 2015 (HIRING GUIDELINES FOR TEACHER I POSITIONS FOR SCHOOL YEAR (SY) 2015-2016).
2. This Office further announces that receipt of applications will be on **February 1-15, 2019** in schools nearest to the applicants for the documentary verification and certification of the schools screening committee.
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 DepEd Order No. 7, s. 2015, an applicant shall submit to the head of the elementary 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
- NBI Clearance
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (form attached herein)

***Additional requirements***

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

5. The school screening committee shall issue a certification to the applicant that it has received the application specifying the documents following the format attached in Enclosure 2. He/She must register to the Department's online system at [application.deped.gov.ph](http://application.deped.gov.ph) where Personal Data Sheet is electronically generated to be included in the application documents.

6. Further, Applicants are directed to observe the schedule of activities in the selection process set by this office as timetable attached in Enclosure 1.

7. This Memorandum shall be posted in the Division/District/School Bulletin Boards information and guidance of all concerned.

8. Queries related to this can be relayed to **Sunny Ray F. Amit**, Assistant Schools Division Superintendent at **09955380601**.

Enclosure:

As stated

Copy furnished:

Records Unit  
HRD

To be posted in the website.

**SCHEDULE OF ACTIVITIES IN THE SCREENING AND EVALUATION  
TEACHER I APPLICANTS**

<b>Time Frame</b>	<b>Activity</b>	<b>Point Person</b>
January 31,2019	Orientation of the Teacher I applicants by the Division Screening Committee is at Casisang Central School. 7:00 am to 12:00 nn-Kinder,Elementary Applicants 1:00 pm to 5:00 pm-Junior High School Applicants	Division Selection Committee
February 1-15,2019	Submission of documents by the Teacher I applicants to the School screening committee.	Teacher I Applicants
February 18, 2019	Submission of documents by the School screening committee to the Division Selection Committee.	School Selection Committee
February 24, 2019	Schedule of the administration of English Proficiency test by the Division Selection Committee at Casisang Senior High School	Division Selection Committee
February 26- March 1,2019	Evaluation of documents of the Teacher I applicants by the Division Selection Committee at the Division Annex Building.	Division Selection Committee
March 4-8,2019	Conduct of interview and demonstration teaching of the Junior High School Teacher I applicants at Division Annex Building (Casisang SHS) by the Division Selection Committee	Teacher I Applicants
March 11-12,2019	Review of the eRQA by the Division Selection Committee	Division Selection Committee
March 13-14,2019	Submission of eRQA to the Office of the Schools Division Superintendent for Approval	Division Selection Committee
March 15,2019	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 \_\_\_\_\_, 2019 at Malaybalay City, Bukidnon, Philippines.

**SCHOOL SCREENING COMMITTEE**

_____	_____
Member	Member
_____	_____
Member	Member
_____	
School Head/Chairman	

**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 \_\_\_\_\_, 2019 at Malaybalay City, Bukidnon, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019 in the City of Malaybalay, Bukidnon. Affiant exhibiting to me his/her CTC No. \_\_\_\_\_ issued on \_\_\_\_\_ th day \_\_\_\_\_, 2019 at \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of 2019