



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
Division of Malaybalay City

2020 - 8310

DM 2020-01-43  
MALAYBALAY CITY DIVISION  
RELEASED  
DATE: JAN 29 2020 11:40  
BY: [Signature]

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 043, s. 2020

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD and CID  
All Public Elementary and Secondary School Heads  
All Others Concerned

From: **VICTORIA V. GAZO, Ph.D. CESO V**  
Schools Division Superintendent

Date: January 28, 2020

Subject: **ANNOUNCEMENT FOR THE SELECTION PROCESS OF TEACHER I  
(KINDERGARTEN, ELEMENTARY AND JUNIOR HIGH SCHOOL)  
APPLICANTS FOR SCHOOL YEAR 2020-2021**

1. The field is 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 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, 2020** 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 and Junior High Schools 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



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- Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teachers.
- Certified photocopy of General Weighted Average from the Registrar of the school where the applicant graduated.
- 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)

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-no.2.

6. The applicant must register to the Division's online system at [www.mcsteims.com](http://www.mcsteims.com) and fill in the required information.

7. Thus, applicants are directed to observe the schedule of activities in the selection process set by this office as timetable attached in Enclosure No. 1. Schools and Division Selection Committees are advised to observe the composition on Enclosure No. 3

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

9. Queries related to this can be relayed to **Sunny Ray F. Amit**, Assistant Schools Division Superintendent at **09955380601** or through the forum section of [www.mcsteims.com](http://www.mcsteims.com).

Enclosure:

As stated

Copy furnished:

Records Unit  
HRD

To be posted in the website.



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*Enclosure 1 of Division Memorandum no. \_\_\_\_\_ s. 2020*

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

<b>Time Frame</b>	<b>Activity</b>	<b>Point Person</b>												
January 30, 2020	Orientation of Division Selection Committee Members at the Division Multi-purpose hall. 8:00 am -12:00 nn	HRTD SEPS and EPS-II												
January 31, 2020	Orientation of the Teacher I applicants by the Division Selection Committee is at Bukidnon National High School. 7:00 am to 12:00 nn- Kinder, Elementary and Junior High School Applicants 1:00 pm to 5:00 pm- Senior High School Applicants	Division Selection Committee												
February 3-14, 2020	Submission of documents by the Teacher I applicants to the School Selection Committee for evaluation / verification.	Teacher I Applicants												
February 18, 2020	Submission of documents by the School Selection Committee to the Division Selection Committee.	School Selection Committee												
February 24-28, 2020	Evaluation of documents of the Teacher I applicants by the Division Selection Committee at the Division Annex Building.	Division Selection Committee												
March 2-6, 2020 8:00AM – 12:00NN 1:00PM – 5:00PM	Conduct of interview and demonstration teaching of the Elementary and Junior High School Teacher I applicants at Division Annex Building (Casisang SHS) by the Division Selection Committee	Teacher I Applicants												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Kindergarten and Elementary</b></th> <th style="text-align: left;"><b>Junior High School</b></th> </tr> </thead> <tbody> <tr> <td>March 2, 2020 Districts 1&amp;2</td> <td>English</td> </tr> <tr> <td>March 3, 2020 District 3</td> <td>Fil. &amp; Soc. Studies</td> </tr> <tr> <td>March 4, 2020 District 4</td> <td>Science</td> </tr> <tr> <td>March 5, 2020 District 5, 6 &amp; 7</td> <td>Math &amp; ESP</td> </tr> <tr> <td>March 6, 2020 District 8, 9 &amp; 10</td> <td>TLE &amp; MAPEH</td> </tr> </tbody> </table>	<b>Kindergarten and Elementary</b>	<b>Junior High School</b>	March 2, 2020 Districts 1&2	English	March 3, 2020 District 3	Fil. & Soc. Studies	March 4, 2020 District 4	Science	March 5, 2020 District 5, 6 & 7	Math & ESP	March 6, 2020 District 8, 9 & 10	TLE & MAPEH	Division Selection Committee
<b>Kindergarten and Elementary</b>	<b>Junior High School</b>													
March 2, 2020 Districts 1&2	English													
March 3, 2020 District 3	Fil. & Soc. Studies													
March 4, 2020 District 4	Science													
March 5, 2020 District 5, 6 & 7	Math & ESP													
March 6, 2020 District 8, 9 & 10	TLE & MAPEH													



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March 9-10, 2020	Review of the eRQA by the Division Selection Committee	Division Selection Committee
March 11-12, 2020	Submission of eRQA to the Office of the Schools Division Superintendent for Approval	Division Selection Committee
March 13, 2020	Posting of the Registry of Qualified Applicants (Tentative)	Division Selection Committee



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Enclosure n. 2 of Division Memorandum no. \_\_\_\_\_ s. 2020

**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 \_\_\_\_\_, 2020 at Malaybalay City, Bukidnon, Philippines.

**SCHOOL SCREENING COMMITTEE**

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



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**Office of the Schools Division Superintendent**

Enclosure no. 3 of Division Memorandum no. \_\_\_\_\_ s. 2020

**COMPOSITION OF THE SCHOOL SELECTION COMMITTEE ON RECRUITMENT OF  
KINDERGARTEN, ELEMENTARY, AND JUNIOR HIGH SCHOOL TEACHER APPLICANTS  
FOR SCHOOL YEAR (SY) 2020-2021**

**KINDERGATEN AND ELEMENTARY**

Chairperson: School Head  
Members: Four (4) Teachers identified by the School Head

**JUNIOR HIGH SCHOOL**

Chairperson: School Head  
Members: Department Head Concerned  
Three (3) Teachers from different learning areas

**COMPOSITION OF THE DIVISION SELECTION COMMITTEE ON RECRUITMENT,  
EVALUATION, AND SELECTION OF KINDERGARTEN, ELEMENTARY, AND JUNIOR HIGH  
SCHOOL TEACHER APPLICANTS FOR SCHOOL YEAR (SY) 2020-2021**

**KINDERGARTEN AND ELEMENTARY**

No.	NAME	PLANTILLA POSITION	DESIGNATION
1	Amit, Sunny Ray F.	OIC-Asst. Schools Div. Superintendent	Chairman
2	Adriatico, Jasmin J	Education Program Supervisor	Co-Chairman
3	Bentillo, Imelda S.	Education Program Supervisor	Member
4	Reyes, Ma. Concepcion	Education Program Supervisor	Member
5	Allaba, Aba Q.	Public Schools District Supervisor	Member
6	Jabonero, Romil T.	Public Schools District Supervisor	Member
7	Palo, Jr. Bonifacio M.	Public Schools District Supervisor	Member
8	Molina, Juvy G.	Public Schools District Supervisor	Member
9	Padua, Narita T.	PESHA President	Member
10	Dinlayan, Zoltan Dindo D.	PTA Representative	Member
11	Badajos, Remedios	Representative – Civil Society	Member
12	Miral, Merly M.	Teacher's Representative	Member
13	Alcuizar, Ria K.	EPS II HRD	Secretariat
14	Dublas, Gladys J.	EPS II M&E	Secretariat
15	Arbutante, Rio	EPS-II Soc. Mob.	Secretariat



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**JUNIOR HIGH SCHOOL**

No.	NAME	PLANTILLA POSITION	DESIGNATION
1	Amit, Sunny Ray F.	OIC-Asst. Schools Div. Superintendent	Chairman
2	Capacio, Lorenzo O.	Chief Education Program Supervisor	Co-Chairman
3	Balintongog, Liza G.	Education Program Supervisor	Member
4	Pizarro, Virgilin R.	Education Program Supervisor	Member
5	Salupado, Rosic A.	Education Program Supervisor	Member
6	Valde, Rachel R.	Education Program Supervisor	Member
7	Yap, Purisima J	Education Program Supervisor	Member
8	Mortera, Ferdinand V.	Public Schools District Supervisor	Member
9	Muring, Jesus V.	Public Schools District Supervisor	Member
10	Pimentel, Manny B.	Public Schools District Supervisor	Member
11	Tan Nery Noel A.	Public Schools District Supervisor	Member
12	Olana, Susan S.	DAPSSHI President	Member
13	Dinlayan, Zoltan Dindo D.	PTA Representative	Member
14	Buendia, Lorna M.	Representative – Civil Society	Member
15	Padua, Paterno T.	SEPS HRD	Secretariat
16	Ebora, Edelina M.	SEPS M&E	Secretariat
17	Lucine, Jimdandy S.	PDO II – DRRM	Secretariat



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Office of the Schools Division Superintendent

**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 \_\_\_\_\_,  
2020 at Malaybalay City, Bukidnon, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2020 in the City of Malaybalay, Bukidnon. Affiant exhibiting to me his/her  
CTC No. \_\_\_\_\_ issued on \_\_\_\_\_ th day \_\_\_\_\_, 2020  
at \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of 2020