



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

2020 - 8311
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DEPED MALAYBALAY CITY DIVISION
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BY: [Signature]

DIVISION MEMORANDUM

No. 044, s. 2020

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

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

Date: January 28, 2020

Subject: **TIMELINES ON THE RECRUITMENT, EVALUATION AND
SELECTION OF SENIOR HIGH SCHOOL TEACHER APPLICANTS
FOR SCHOOL YEAR 2019-2020**

1. Pursuant to *DepEd Order No.3, s. 2016* on the (HIRING GUIDELINES FOR SHS TEACHER POSITIONS FOR SCHOOL YEAR SY 2016-2017, this office will conduct series of activities as enclosed.
2. The Division Selection Committee composition is also included (Enclosure 2).
3. School Heads of Public Senior High Schools are requested to attend the orientation since they chair the School Selection Committee.
4. Applicants must register at www.mcsteims.com and fill in the required information if applicable.
5. Queries relative to this can be relayed to **Ralph T. Quirog**, Chief Education Supervisor, Curriculum Implementation Division at 09178818176 or through the forum section of 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. 44 s. 2020

**SCHEDULE OF ACTIVITIES IN THE RECRUITMENT, EVALUATION
AND SELECTION OF SENIOR HIGH SCHOOL TEACHER APPLICANTS**

Time Frame	Activity	Point Person
January 31, 2020	Orientation of Applicants and School Selection Committee at Bukidnon National High School, Gymnasium. (1:00 pm to 5:00 pm)	Division Selection Committee
February 3-14,2020	Submission of documents and evaluation/verification of the School Selection Committee.	Teacher Applicants and School Selection Committee
February 18, 2020	Submission of documents by the School Selection Committee to the Division Selection Committee.	School Selection Committee
February 24-28,2020	Review of documents by the Division Selection Committee at the Division Annex Building.	Division Selection Committee
March 2-6, 2020	Conduct of interview and demonstration teaching at Bukidnon National High School.	Division Selection Committee
March 2, 2020	STEM	
March 3, 2020	HUMMS	
March 4, 2020	ABM	
March 5, 2020	TVL/SPORTS,ARTS AND DESIGN	
March 6, 2020	Junior High School Teacher applicants applying for SHS position	
March 9-11, 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 2 of Division Memorandum no. 44 s. 2020

COMPOSITION OF THE SCHOOL SELECTION COMMITTEE

Chairman	• School Head
Members	• Head Teacher for Core and/Track subject as needed based on the schools vacancies
	• Three (3) teachers from the different learning areas as needed based on the schools vacancies

COMPOSITION OF THE DIVISION SELECTION COMMITTEE

DIVISION SELECTION COMMITTEE ON SENIOR HIGH SCHOOL

SUNNY RAY F. AMIT	Assistant Schools Division Superintendent	Chairman
RALPH T. QUIROG	Chief, Education Program Supervisor	Co-Chairman
ANALY L. OCIER	Education Program Supervisor	Member
SUSAN S. OLANA, PhD	Secondary School Principal IV	Member
JOSEPHINE L. VALLEDOR	Education Program Supervisor	Process Observer
LEPELYN S. VALDEZ	Teacher Association Representative	Member
	Authorized representative of a duly-accredited or recognized organization industry proficient and knowledgeable in the track learning area needed	Member
EMELYN RAZO	Librarian II	Secretariat
MANUEL DINIAYAN III	PDO II	Secretariat
VICENTE G. SANMIGUEL	SEPS PLANNING AND RESEARCH	Secretariat

**HUMAN RESOURCE MANAGEMENT PERSONNEL SELECTION BOARD
(HRMPSB) FOR APPLICANTS CURRENTLY TEACHING IN PUBLIC SCHOOLS**

SUNNY RAY F. AMIT	Assistant Schools Division Superintendent	Chairman
RALPH T. QUIROG	Chief, Education Program Supervisor	Co-Chairman
SUSAN S. OLANA, PhD	Principal IV	Member
JUTHEL L. NAYRA, DPA	Administrative Officer V	Member
GUIA MA. G. GAMUTIN	Administrative Officer IV-Personnel	Member
LEPELYN S. VALDEZ	Teacher Association Representative	Member
MARSIFITH M. MAMAWAG	EPS II-SocMob	Secretariat
LOUELLA CHRISTINE S. TOYLO	Administrative Aide VI	Secretariat
LIEZL JANE L. PADRONES	Administrative Aide VI	Secretariat



DIVISION SELECTION COMMITTEE ON SENIOR HIGH SCHOOL BY TRACKS

SUNNY RAY F. AMIT	Assistant Schools Division Superintendent	Chairman
ACADEMIC TRACK		
RALPH T. QUIROG	Chief, Education Program Supervisor	Co-Chairman
(STEM,HUMMS,ABM)		
ANALY L. OCIER	Education Program Supervisor	Member/In-charge
SPORTS, ARTS AND DESIGN		
LOU ANN J. CULTURA	Education Program Supervisor	Member/In-charge
TVL		
LUIS S. ALAJAR, JR.	Education Program Supervisor	Member/In-charge





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Enclosure 3 of Division Memorandum no. 44 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 _____, 2019 at Malaybalay City, Bukidnon, Philippines.

SCHOOL SCREENING COMMITTEE

Member

Member

Member

Member



School Head/Chairman



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

Enclosure 4 of Division Memorandum no. 44 s. 2020

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 _____,
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

