



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM 2021-03-138  
DEPED MALAYBALAY CITY DIVISION  
MAR 19 2021 RELEASED  
DATE: 19/03/2021 TIME: 9:20  
BY: [Signature]

**DIVISION MEMORANDUM**

No. 138, s. 2021

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 [Signature]

Date: March 18, 2021

Subject: **ANNOUNCEMENT FOR THE SELECTION PROCESS OF TEACHER I  
(KINDERGARTEN, ELEMENTARY AND JUNIOR HIGH SCHOOL)  
APPLICANTS FOR SCHOOL YEAR 2021-2022**

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 **March 25-April 5, 2021** 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 2x2 ID picture taken within the last 6 months;
- Certified photocopy of PRC Identification Card / Proof of renewal
- Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board Examination for Teachers.





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

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

8. Queries relative to Kindergarten/Elementary applications can be relayed to **Jasmin J. Adriatico, EPS** or the Division Selection Committee (DSC) Secretariat for Kinder/Elementary.

Junior High School (JHS) concerns may refer to **Lorenzo O. Capacio, EdD., Chief SGOD** or the DSC Secretariat for JHS.

Enclosure:

As stated

Copy furnished:

Records Unit

TO BE POSTED IN THE WEBSITE.



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Purok 6, Casisang, Malaybalay City  
Telefax (088) 314-0094  
Email: malaybalay.city@deped.gov.ph



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Enclosure 1 of Division Memorandum no. \_\_\_\_\_ s. 2021

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

<b>Time Frame</b>	<b>Activity</b>	<b>Point Person</b>
March 23, 2021	Virtual Orientation for <b>School Selection Committee (SSC)</b> Members at 8:00AM-12:00NN for Kinder/Elem. and at the same time but with a separate link for JHS SSC	DSC Co-Chair and members
March 24, 2021	Virtual Orientation for <b>Division Selection Committee (DSC)</b> Members at 8:00AM - 12:00NN for Kinder/Elem. and at the same time but with a separate link for JHS SSC	ASDS, SEPS-HRD and EPS-II
March 25, 2021	<b>Virtual Orientation of the Teacher I applicants by the Division Selection Committee</b> at 7:00AM to 12:00NN for Kinder/Elementary and at the same time but with a separate link for Junior High School Applicants	ASDS, SEPS-HRD, DSC
March 25-April 05, 2021	<b>Submission of documents by the Teacher I applicants</b> to the School Selection Committee for evaluation and verification.	Teacher I Applicants
April 12, 2021	Submission of documents by the <b>School Selection Committee</b> to the Division Selection Committee.	School Selection Committee
April 15-20, 2021	Evaluation of documents of the Teacher I applicants by the <b>Division Selection Committee</b>	DSC
April 26, 2021 – May 14, 2021 (3 weeks)	Conduct of <b>virtual interview, lesson demonstration teaching and demo on the specialized skills</b> of the Kinder/Elementary and Junior High School Teacher I applicants by the Division Selection Committee	Teacher I Applicants, DSC
April 26, 2021 – May 14, 2021 (3 weeks)	<b>Kinder &amp; Elem.</b>	DSC
	<b>Junior High School</b>	
	Districts 1 and 2 District 3 District 4 District 5, 6 and 7 District 8, 9 and 10	English Fil. and Social Studies Science Math and ESP TLE and MAPEH
May 17-18, 2021	Review of the RQA by the Division Selection Committee	DSC
May 19, 2021	Submission of duly signed RQA to the Office of the Schools Division Superintendent for Approval	DSC
May 20, 2021	Posting of the Registry of Qualified Applicants	DSC





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Enclosure n. 2 of Division Memorandum no. \_\_\_\_\_ s. 2021

### 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 \_\_\_\_\_, 2021 at Malaybalay City, Bukidnon, Philippines.

#### SCHOOL SCREENING COMMITTEE

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
School Head/Chairman





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Enclosure no. 3 of Division Memorandum no. \_\_\_\_\_ s. 2021

COMPOSITION OF THE **SCHOOL SELECTION COMMITTEE** ON RECRUITMENT OF  
KINDERGARTEN, ELEMENTARY, AND JUNIOR HIGH SCHOOL TEACHER APPLICANTS  
FOR SCHOOL YEAR (SY) 2021-2022

**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) 2021-2022

**KINDERGARTEN AND ELEMENTARY**

No.	NAME	PLANTILLA POSITION	DESIGNATION
1	Aliena S. Dajay, PhD., CESE	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 S.	Education Program Supervisor	Member
5	Buhawe, Benjamin M.	PESPA President	Member
6	Guyo, Vilma L.	PTA Representative	Member
7	Dinlayan, Irene	Teacher's Representative	Member
8	Palle, Letecia	Representative – Civil Society	Member
	Alcuizar, Ria K.	SEPS Planning and Research	Secretariat
	Dublas, Gladys J.	EPS II M&E	Secretariat
	Arbutante, Rio	EPS-II Soc. Mob.	Secretariat





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**JUNIOR HIGH SCHOOL**

No.	NAME	PLANTILLA POSITION	DESIGNATION
1	Aliena S. Dajay, PhD., CESE	Asst. Schools Div. Superintendent	Chairman
2	Capacio, Lorenzo O.	Chief Education Program Supervisor	Co-Chairman
3	Yap, Purisima J.	Education Program Supervisor	Member
4	Pizarro, Virgilin R.	Education Program Supervisor	Member
5	Salupado, Rosie A.	Education Program Supervisor	Member
6	Arangco, Rosalio P.	Education Program Supervisor	Member
7	Olana, Susan S.	DAPSSHI President	Member
8	Dinlayan, Zoltan Dindo D.	PTA Representative	Member
9	Valdez, Lepelyn S.	Teacher's Representative	Member
10		Representative – Civil Society	Member
	<i>Lucilyn Cahucom</i>	<i>PDO I (YFC)</i>	<i>Secretariat</i>
	<i>Merida, Woodrow</i>	<i>SEPS HRD</i>	<i>Secretariat</i>
	<i>Lucine, Jimdandy S.</i>	<i>PDO II – DRRM</i>	<i>Secretariat</i>





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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 veracity and authenticity.

IN WITNESS WHEREOF, I have hereto b set my hand this \_\_\_\_\_ day of \_\_\_\_\_,  
2020 at Malaybalay City, Bukidnon, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021 in the City of Malaybalay, Bukidnon. Affiant exhibiting to me his/her CTC No. \_\_\_\_\_ issued on \_\_\_\_\_ th day \_\_\_\_\_, 2021 at \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of 2021

