



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

0M - 2021 - 03 - 139
DEPED MALAYBALAY CITY DIVISION
MAR 19 2021 REASED
DATE: 3:27
BY:

DIVISION MEMORANDUM

No. 139, 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

Date: March 18, 2021

Subject: **TIMELINES ON THE RECRUITMENT, EVALUATION AND SELECTION OF SENIOR HIGH SCHOOL (SHS) TEACHER APPLICANTS FOR SCHOOL YEAR 2021-2022**

1. The field is hereby informed of the enclosed hiring guidelines for the receipt of application documents for Senior High School (SHS) positions which shall now proceed following DepEd Order No. 3, s. 2016 (Hiring Guidelines for Senior High School Teacher Positions for School Year (SY) 2016-2017).
2. This Office further announces that receipt of applications will be on March 19-29, 2021 in Schools nearest to the applicants for the documentary verification and certification of the schools screening committee.
3. The Division Selection Committee composition is also included as Enclosure 2.
4. School Heads of public Senior High Schools are requested to attend the Orientation since they chair the School Selection Committee.
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. 3*.
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. 2*.





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

8. Queries relative to this can be relayed to **Ralph T. Quirog, Chief CID** or to the Division Selection Committee Secretariat for SHS.

Enclosure:
As stated

Copy furnished:
Records Unit

TO BE POSTED IN THE WEBSITE.



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, EVALUATION, AND
SELECTION OF SENIOR HIGH SCHOOL TEACHER I APPLICANTS**

Time Frame	Activity	Point Person
March 23, 2021	Virtual Orientation of School Selection Committee (SSC) Members at 1:00PM - 5:00PM	DSC Co-Chairman
March 24, 2021	Virtual Orientation of Division Selection Committee (DSC) Members at 1:00PM - 5:00PM	ASDS, HRD SEPS and EPS-II
March 25, 2021	Virtual Orientation of the Teacher I applicants by the Division Selection Committee at 7:00AM – 12:00NN	ASDS, SEPS- HRD, DSC
March 25 – April 5, 2021	Submission of documents by the Teacher I applicants to the School Selection Committee for evaluation and verification.	Teacher I Applicants
April 12, 2021	Submission of documents by the School Selection Committee to the Division Selection Committee.	School Selection Committee
April 15-20, 2021	Evaluation of documents of the Teacher I applicants by the Division Selection Committee	Division Selection Committee
April 26, 2021 – May 14, 2021 (3 weeks)	Conduct of virtual interview, lesson demonstration teaching and demo on the specialized skills of the Teacher I applicants by the Division Selection Committee	Teacher I Applicants, DSC
April 26, 2021 – May 14, 2021 (3 weeks)	STEM HUMMS ABM TVL, SPORTS, ARTS AND DESIGN JHS Teachers applying for SHS positions	DSC
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 (Tentative)	DSC





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Enclosure no. 2 of Division Memorandum no. _____ s. 2021

COMPOSITION OF THE SCHOOL SELECTION COMMITTEE FOR SENIOR HIGH SCHOOL
TEACHER APPLICANTS FOR SY 2021-2022

Chairperson: School Head
Members: Head Teacher for Core and/or Track subject as needed based on the schools vacancies
Three teachers from different learning areas as needed based on the school vacancies

COMPOSITION OF THE DIVISION SELECTION COMMITTEE FOR SENIOR HIGH
SCHOOL TEACHER APPLICANTS FOR SY 2021-2022

No.	NAME	PLANTILLA POSITION	DESIGNATION
1	Aliena S. Dajay, PhD., CESE	Asst. Schools Div. Superintendent	Chairman
2	Quirog, Ralph T.	Chief Education Supervisor	Co-Chairman
3	Ocier, Analy L.	Education Program Supervisor	Member
4	Cultura, Lou Ann J.	Education Program Supervisor	Member
5	Alajar, Jr. Luis	Education Program Supervisor	Member
6	Valde, Rachel R.	Education Program Supervisor	Member
7	Olana, Susan S.	DAPSHI President	Member
8	Valledor, Josephine L.	Education Program Supervisor (Region)	Member
9	Valdez, Lepelyn S.	Teachers Association Representative	Member
10		Authorized representative of a duly accredited or recognized organization / industry proficient and knowledgeable in the track learning area needed	Member
	Razo, Emelyn D.	School Librarian II	Secretariat
	Ebora, Edelina M.	SEPS M&E	Secretariat
	Padua, Paterno T.	PDO II – LRMDC	Secretariat





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**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR
APPLICANTS CURRENTLY TEACHING IN DEPED**

No.	NAME	PLANTILLA POSITION	DESIGNATION
1	Aliena S. Dajay, PhD., CESE	Asst. Schools Div. Superintendent	Chairman
2	Quirog, Ralph T.	Chief Education Program Supervisor	Member
3	Capacio, Lorenzo O.	Chief Education Program Supervisor	Member
4	Dinlayan, II, Manuel D.	Administrative Officer V	Member
5	Villahermosa, Guia Ma. G.	Administrative Officer IV Personnel	Member
6	Olana, Susan S.	Principal IV, DAPSHI President	Member
7	Valdez, Lepelyn S.	MTII, Teacher Representative	Member
	<i>Mamawag, Marsfifth M.</i>	<i>SEPS - Social Mobilization</i>	<i>Secretariat</i>
	<i>Go, Amorelle Faith</i>	<i>Administrative Aide VI</i>	<i>Secretariat</i>
	<i>Padrones, Liezl Jane</i>	<i>Administrative Aide VI</i>	<i>Secretariat</i>





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Enclosure n. 3 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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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 _____,
2021 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

