



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

Dm - 2022 - 03 - 161
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 9:44 am
BY: _____
MAR 17 2022

DIVISION MEMORANDUM

No. 161, s. 2022

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 15, 2022

Subject: **RECRUITMENT, EVALUATION AND TIMELINE ON THE
SELECTION OF SENIOR HIGH SCHOOL (SHS) TEACHER
APPLICANTS FOR SCHOOL YEAR 2022-2023**

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 the recruitment process which will start on March 23, 2022 with the virtual orientation of Schools Selection Committee members until the last day of submission of application documents on April 1, 2022 in Schools nearest to the applicants for the documentary verification and certification of the schools screening committee as per attached Enclosure no. 1.
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 being the 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.*



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
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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*.
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



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TO BE POSTED IN THE WEBSITE.

Enclosure 1 of Division Memorandum no. 161 s. 2022

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

Time Frame	Activity	Point Person
March 23, 2022	Virtual Orientation of School Selection Committee (SSC) Members at 1:00PM - 5:00PM	DSC Co-Chairman
March 24, 2022	Face to face Orientation of Division Selection Committee (DSC) Members at 1:00PM - 5:00PM at Division GAD Hall	ASDS, HRD SEPS and EPS-II
March 25, 2022	Face to face Orientation of the Teacher I applicants by the Division Selection Committee at 7:00AM – 12:00NN at Bangcud NHS	ASDS, SEPS-HRD, DSC
March 28 – April 1, 2022	Submission of documents by the Teacher I applicants to the School Selection Committee for evaluation and verification.	Teacher I Applicants
April 6, 2022	Submission of documents by the School Selection Committee to the Division Selection Committee.	School Selection Committee
April 18-22, 2022	Evaluation of documents of the Teacher I applicants by the Division Selection Committee	Division Selection Committee
April 26, 2022 – May 13, 2022 (3 weeks)	Conduct of face to face 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, 2022 – May 13, 2022 (3 weeks)	April 26 STEM – Math May 2 HUMMS-Social Sci. & Philo. April 27 STEM – Science May 3&4 ABM April 28 HUMMS-English May 5 Sports, Arts and Design April 29 HUMMS-Filipino May 6-12 TVL May 13 <i>JHS Teachers applying for SHS positions</i>	DSC
May 16-19, 2022	Review of the RQA by the Division Selection Committee	DSC
May 20, 2022	Submission of duly signed RQA to the Office of the Schools Division Superintendent for Approval	DSC
May 23, 2022	Posting of the Registry of Qualified Applicants (Tentative)	DSC



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Enclosure no. 2 of Division Memorandum no. 161 s. 2022

Division Selection Committee (DSC) for Senior High School

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	Gabales, Dindo M.	Education Program Supervisor	Member
5	Valde, Rachel R	Education Program Supervisor	Member
6	Tan Nery, Noel A.	Public Schools District Supervisor	Member
7	Olana, Susan S.	DAPSHI President	Member
8	Valledor, Josephine L.	Educ. 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
	<i>Tugonon, Emelyn R.</i>	<i>School Librarian II</i>	<i>Secretariat</i>
	<i>Catane, Gretchen V.</i>	<i>EPSII - ALS</i>	<i>Secretariat</i>
	<i>Padua, Paterno T.</i>	<i>PDO II - LRMDC</i>	<i>Secretariat</i>

Division Selection Committee (DSC) for DepED Junior High School Teacher Applicants for Senior High School

No.	NAME	PLANTILLA POSITION	DESIGNATION
1	ALIENA S. DAJAY, PhD., CESE	Asst. Schools Div. Superintendent	Chairman
2	Quirog, Ralph T	Chief Education Program Supervisor	Co-Chairman
3	Olana, Susan S.	P IV/Head of the School where vacancy exist	Member
4	Dinlayan, Manuel D. II	Administrative Officer V	Member
5	Villahermosa, Guia Ma. G.	Administrative Officer IV/HRMO	Member
6	Valdez, Lepelyn S.	MTI /Teacher's Representative	Member
	<i>Mamawag, Marsfith M.</i>	<i>SEPS-Soc.Mob</i>	<i>Secretariat</i>
	<i>Arbutante, Rio G.</i>	<i>EPSpecialist II - Soc.Mob</i>	<i>Secretariat</i>
	<i>Dublas, Gladys J.</i>	<i>EPSpecialist II - M&E</i>	<i>Secretariat</i>



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Enclosure n. 3 of Division Memorandum no. 141 s. 2022

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 _____, 2022 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 set my hand this _____ day of _____,
2021 at Malaybalay City, Bukidnon, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____,
_____, 2022 in the City of Malaybalay, Bukidnon. Affiant exhibiting to me his/her
CTC No. _____ issued on _____ th day _____, 2022
at _____.

Doc. No. _____
Book No. _____
Page No. _____
Series of 2022



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