



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

DM. 2021-03-138
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 3/19/21 Time: 3:20
By: _____

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

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 adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEOP). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.
3. 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.
4. 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).
5. 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:



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0000



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

- 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.
- 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)

6. 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*.

7. 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*.

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

9. 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



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0000



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

Enclosure 1 of Division Memorandum no. _____ s. 2021

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

Time Frame	Activity	Point Person
March 23, 2021	Virtual Orientation for School Selection Committee (SSC) 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 Division Selection Committee (DSC) 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	Virtual Orientation of the Teacher I applicants by the Division Selection Committee 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	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	DSC
April 26, 2021 – May 14, 2021 (3 weeks)	Conduct of virtual interview, lesson demonstration teaching and demo on the specialized skills 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)	Kinder & Elem.	DSC
	Junior High School	
	Districts 1 and 2	English
	District 3	Fil. and Social Studies
	District 4	Science
	District 5, 6 and 7	Math and ESP
	District 8, 9 and 10	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



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph



21 98 0800



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

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



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph



21 93 0000



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

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



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph



21 95 0880



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

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>



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 08 0000



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

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:

- 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.
- 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



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph



21 93 0000