




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

DM-2022-03-160
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 3/16/22 Time: 12:19
By: 

DIVISION MEMORANDUM

No. 160, 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 16, 2022

Subject: **RECRUITMENT, EVALUATION AND TIMELINE ON THE
SELECTION OF KINDERGARTEN, ELEMENTARY AND JUNIOR
HIGH SCHOOL TEACHER APPLICANTS FOR SCHOOL YEAR 2022-
2023**

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 the recruitment process which will start on March 23, 2022 with 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*.

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).



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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:

- 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. 3*.

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. 2*.

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 **Aliena S. Dajay, PhD., CESE** 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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Enclosure No. 1 of Division Memorandum No. _____ s. 2022

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

Time Frame	Activity	Point Person	
March 23, 2022	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, 2022	Virtual/Face to face Orientation for Division Selection Committee (DSC) Members at 8:00AM - 12:00NN for Kinder/Elem. and at the same time with a separate link for JHS SSC or a separate venue to be announced incase of a face to face orientation	ASDS, SEPS-HRD and EPS-II	
March 25, 2022	Virtual/Face to face 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 with a separate link for Junior High School Applicants	ASDS, SEPS-HRD, DSC	
March 25-April 05, 2022	Submission of documents by the Teacher I applicants to the School Selection Committee for evaluation and verification.	Teacher I Applicants	
April 12, 2022	Submission of documents by the School Selection Committee to the Division Selection Committee.	School Selection Committee	
April 15-20, 2022	Evaluation of documents of the Teacher I applicants by the Division Selection Committee	DSC	
April 26, 2022 – May 13, 2022 (3 weeks)	Conduct of virtual/face to face 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, 2022 – May 13, 2022 (3 weeks)	Kinder & Elem.	Junior High School	DSC
	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, 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	DSC	



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Enclosure No. 2 of Division Memorandum no. _____ s. 2022

Division Selection Committee (DSC) for Kindergarten/Elementary School

No.	NAME	PLANTILLA POSITION	DESIGNATION
1	ALIENA S. DAJAY, PhD., CESE	Asst. Schools Div. Superintendent	Chairman
2	Adriatico, Jasmin J.	Education Program Supervisor	Member
3	Bentillo, Imelda S.	Education Program Supervisor	Member
4	Reyes, Ma. Concepcion S.	Education Program Supervisor	Member
5	Sanmiguel, Vicente G.	Public Schools District Supervisor	Member
6	Berial, Evernold C.	Public Schools District Supervisor	Member
7	Balintongog, Liza G.	Public Schools District Supervisor	Member
8	Buhawe, Benjamin M.	PESPA President	Member
9	Dinlayan, Irene A.	Teacher's Representative	Member
10		PTA Representative	Member
11		Representative – Civil Society	Member
	<i>Alcuizar, Ria K.</i>	<i>SEPS Planning and Research</i>	<i>Secretariat</i>
	<i>Molawan, Glaive May D.</i>	<i>Administrative Aide VI</i>	<i>Secretariat</i>
	<i>Pagaran, Karl Lois C.</i>	<i>PDO I</i>	<i>Secretariat</i>

Division Selection Committee (DSC) for 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, Virgilyn 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	Valdez, Lepelyn S.	Teacher's Representative	Member
9		PTA Representative	Member
10		Representative – Civil Society	Member
	<i>Cahucom, Lucilyn M.</i>	<i>PDO I (YFC)</i>	<i>Secretariat</i>
	<i>Merida, Woodrow Wilson B.</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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Enclosure No. 3 of Division Memorandum no. _____ 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 b set my hand this _____ day of _____,
 2020 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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