

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capitol Area, Dumaguete City

[www.depednegor.net](http://www.depednegor.net)

[negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)

SGOD Office (035) 225 - 6180

January 18, 2017

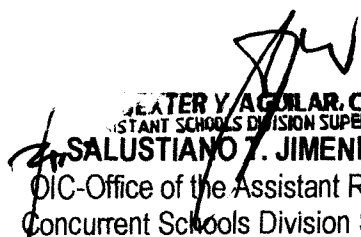
**DIVISION MEMORANDUM**

No. 16 s. 2017

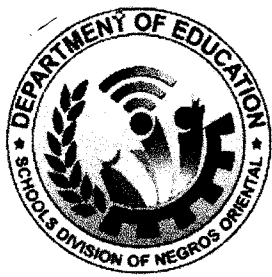
**SUBMISSION OF PERTINENT PAPERS FOR TEACHER I POSITIONS FOR  
BOTH ELEMENTARY AND SECONDARY APPLICANTS FOR SCHOOL YEAR 2017-2018**

TO: ASDSs  
Chiefs, CID & SGOD  
District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This office announces the submission of **Pertinent Papers for Teacher I Positions for both Elementary and Secondary Applicants for School Year 2017-2018**, following the provisions of DepEd Order no. 7, s. 2015 entitled: **HIRING GUIDELINES FOR TEACHER I POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016**.
2. **District Supervisors/District In-Charge are directed to submit/endorse only the duly checked and complete folders of applicants following the checklist attached.**
3. Only one (1) **complete** folder per applicant shall be submitted to this office, through the Division Record Section **not later than February 28, 2017**. To facilitate the receiving of documents, there must be color coding of folders. Elementary applicants shall use **dark blue folders while secondary applicants shall use red folders**.
4. Folders submitted/endorsed after the deadline set, will no longer be accepted.
5. Immediate dissemination and compliance of this memorandum is desired.

  
SALUSTIANO T. JIMENEZ, CESO VI  
DIC-Office of the Assistant Regional Director  
Concurrent Schools Division Superintendent

18 JAN 2017



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
 Capitol Area, Dumaguete City

www.depednegor.net    negros.oriental@deped.gov.ph    SGOD Office (035) 225 - 6180

**CHECKLIST OF REQUIREMENTS FOR TEACHER I POSITIONS FOR BOTH ELEMENTARY AND SECONDARY APPLICANTS FOR SCHOOL YEAR 2017-2018**

NO.	NAME OF DOCUMENT	REMARKS (√ or X)
1	Application Letter	
2	CSC Form 212 (Revised 2005) in two copies with latest 2x2 ID picture	
3	Certified Photocopy of PRC License	
4	Certified Photocopy of Ratings in the LET/PBET	
5	Certified Photocopy of Transcript of Records	
6	Copies of Service Records, performance Rating, and School Clearance for those with Teaching Experience. If unavailable, the applicant shall submit a justification citing the reasons/s for unavailability.	
7	Certificates of specialized training, if any	
8	Certified copy of voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee	
9	NBI Clearance	
10	Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant	

**Note: The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted as evidenced by the Omnibus Certification. Any violation will automatically disqualify the applicant from the selection process.**

Conforme: \_\_\_\_\_  
 PSDS Signature over Printed Name

\_\_\_\_\_  
 Applicant Signature over Printed Name

**WALTER Y. AQUILAR, CES-5**  
 ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

**SALUSTIANO T. JIMENEZ, CESO VI**  
 OIC-Office of the Assistant Regional Director  
 Concurrent Schools Division Superintendent