



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the Curriculum and Implementation Division
Capitol Area, Dumaguete City

 www.depednegor.net  negros.oriental@deped.gov.ph  (035) 225 1622

December 18, 2017

Division Memorandum
No. 754 s, 2017

**Submission of Application Letters and other Supporting Documents
for Teacher 1 Positions for Elementary and Secondary Schools
for SY 2018-2019**

To : Chiefs, CID & SGOD
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
All Others Concerned

1. Adhering to the provisions of **DepEd Order No. 7, s. 2015** entitled "**HIRING GUIDELINES FOR TEACHER 1 POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016**", this office announces the important processes and procedures including cut-off dates to be done to facilitate receipt of Application Letters together with supporting documents of Teacher 1 applicants for both the elementary and the secondary level for SY 2018-2019.

A. Organization of the School Screening Committee

Date of Organization: January 3, 2018

Composition:

a) Elementary

Chairman: School Head

Members: 4 teachers

(Note: In the case of primary, incomplete elementary and MG schools, the committee shall be chaired by the Cluster School Head with 4 teachers as members).

b) Secondary

Chairman: School Head

Members: Department Head concerned and three (3) teachers from different learning areas (as needed based on the school's vacancies) shall be members

(Note: For small secondary schools that do not have department heads, the School Head shall be the Committee Chair with four (4) subject leaders from different learning areas as members).

B. Submission of the Composition of the School Screening Committee to the Schools Division Superintendent for the Issuance of Corresponding Designation Order shall be on **January 5, 2018**.

19 DEC 2017

- C. Workshop on Revisiting DepEd Order No. 7, s. 2015 entitled "HIRING GUIDELINES FOR TEACHER 1 POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016) and DepEd Order No. 22, s. 2013 known as the "REVISED GUIDELINES on the TRANSFER OF TEACHERS FROM ONE STATION TO ANOTHER" is scheduled on December 20, 2017 at the Division Conference Hall. (Separate Memorandum will be issued
 - D. Start of Accepting Application Letters from Teacher 1 Applicants by the School Screening Committee is January 8, 2018.
 - E. Submission of all Folders of Teacher 1 Applicants to the Division Office is on **January 31, 2018** in color coding:
DARK BLUE for elementary and RED for secondary.
 - F. Public Schools District Supervisors/District In-Charge must submit the folders containing the application letters in bundle; one for the elementary and another one for the secondary with a list of the names of the applicants. (Use template provided).
 - G. Application letters by bundle shall be submitted directly to Miss Sheena Lee R. Bayot for the Elementary and to Miss Ana Mae C. Fesarit for the Secondary.
 - I. Application letters submitted to the Division Office including other supporting documents **after January 31, 2018 shall NOT BE ACCEPTED.**
2. Reminding further the Public Schools District Supervisors/District In-Charge that only one (1) folder per applicant with supporting documents (see attached) shall be submitted to the Schools Division Office.
3. Strict compliance and immediate dissemination of this memorandum is desired.



SALUSTIANO T. JIMENEZ, CESO VI
OIC-Asst. Regional Director
Concurrent Schools Division Superintendent

12/18/17





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CHECKLIST OF REQUIREMENTS FOR TEACHER 1 POSITIONS
FOR ELEMENTARY AND SECONDARY TEACHER APPLICANTS FOR SCHOOL YEAR 2018-2019
 (per DepEd Order No. 7, s. 2015 entitled "HIRING GUIDELINES FOR TEACHER 1 POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016)

Name of Applicant: _____ District: _____

Major: (If Secondary)

No	Name of Document	Remarks
1	Application Letter	
2	CSC Form 212 (Revised 2005) in two copies with latest 2x2 picture	
3	Certified Photocopy of authenticated PRC License	
4	Certified Photocopy of authenticated 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). A JUSTIFICATION with reasons – in case the said documents are not available as of the moment.	
7	Certificates of specialized training, if any	
8	Certified copy of Voter's ID and/or any proof of residence as deemed acceptable by the School Screening Committee	
9	NBI Clearance	
10	Omnibus Certification of authenticity and veracity of all documents submitted and 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.

Checked by:

 SIGNATURE OVER PRINTED NAME

NOTED:

 SIGNATURE OVER PRINTED NAME OF PSDS

CONFORME:

 SIGNATURE OVER PRINTED NAME OF APPLICANT



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LIST OF TEACHER 1 APPLICANTS BY DISTRICT BY LEVEL

District: _____

Total Number of Applicants: _____

A. Elementary

No	Name of Applicant	School/District Applied To

Submitted by:

SIGNATURE OVER PRINTED NAME





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LIST OF TEACHER 1 APPLICANTS BY DISTRICT BY LEVEL

B. Secondary

Total Number of Applicants: _____

No.	Name	School Applied To	Major

Submitted by:

 SIGNATURE OVER PRINTED NAME

