



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 070-D, s. 2018

January 19, 2018

**ANNOUNCEMENT AND RECEIPT OF DOCUMENTS  
FOR HIRING OF TEACHERS**

To: CID and SGOD Chiefs  
Public Schools District Supervisors  
Elementary and Secondary Schools Heads

1. In pursuance to DepEd Order No. 7, s. 2018 "Hiring Guidelines for Teacher I Positions Effective School Year 2015-2016" and DepEd Order No. 3, s. 2016 "Hiring Guidelines for Senior High School Teaching Positions Effective SY 2016-2017, the field is hereby required to do the following:

- a. Posting of Announcement on Teacher-Hiring containing the following:

DATE	ACTIVITY	VENUE
January 1-31, 2018	Submission of Application Documents to School	_____
February 7, 2018 (1:30 P.M.)	Orientation of Teacher-Applicants (Kindergarten, Elementary & Junior HS)	Digos City NHS Old Gym
February 8, 2018 (1:30 P.M.)	Orientation of Teacher-Applicants (Senior High School)	
February 19-21, 2018	Interview of Teacher-Applicants (Kindergarten & Elementary Levels)	Division Office
Feb. 22,23 & 26, 2018	Interview of Teacher-Applicants (Junior High School)	Division Office
Feb. 27-28, 2018	Interview of Teacher-Applicants (Senior High School)	Division Office
March 1-2, 6-7, 2018	Demonstration Teaching (Kindergarten, Elementary and Junior HS)	G. Reusora ES (Mt. Apo Dist.), R. Magsaysay CES (Oriental Dist.), Digos City CES (Occidental Dist.), Digos City NHS (Junior HS)
March 3, 2018	Conduct of English Proficiency Test	Digos City NHS
March 8-9, 13, 2018	Demonstration Teaching (Senior High School)	Digos City Senior High School – Stand Alone
March 15-16, 2018	Skills Demonstration (Kindergarten, Elementary and Junior High School)	Digos City NHS
April 10, 2018	Posting of RQA	Division Office
May 10, 2018	Start of Assignment and Deployment of Teachers	

- b. Submission of School Screening Committee on or before January 22, 2018
- c. Transmittal of application documents to the Division Office on February 1, 2018

c.1 Documents to transmit:

- c.1.1 Transmittal Letter
- c.1.2 Applicants' individual folder attached with Omnibus Certification of Authenticity and Veracity signed by the School Screening Committee Chairman, and Application Document Evaluation Sheet
- c.1.3 Electronic and printed copy of applicants listing using the Teacher Applicant Rating Template (Templates can be downloaded from DepEd Digos City website)

c.2 Receiving personnel:

- c.2.1 Kindergarten and Elementary Levels - Attention: Beverly S. Daugdaug, EdD  
CID Chief
- c.2.2 Junior High School – Attention: Sollie B. Oliver, SGOD Chief
- c.2.3 Senior High School – Attention: Lusminda B. Jasmin, SHS Focal Person

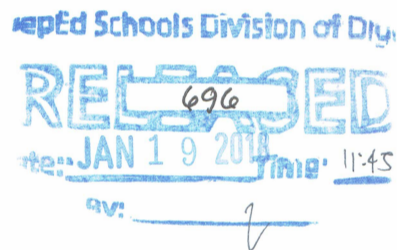
c.3 Email addresses for the submission of electronic copy

- c.3.1 Kindergarten and Elementary Levels - send to [jopay\\_sardonyx@yahoo.com](mailto:jopay_sardonyx@yahoo.com)
- c.3.2 Junior High School – send to [sollie.oliver@yahoo.com](mailto:sollie.oliver@yahoo.com)
- c.3.3 Senior High School – send to [luzmindaj@yahoo.com](mailto:luzmindaj@yahoo.com)

2. Applicants should be properly guided by the school as to identification of documents to submit based on DepEd Order No. 7, s. 2015 for Kindergarten, Elementary and Junior High School applicants, and DepEd Order No. 3, s. 2016 for Senior High School applicants.
3. For compliance and wide dissemination.



**DR. WINNIE E. BATOON, CESE**  
Officer in Charge  
Office of the Schools Division Superintendent



References: DepEd Order No. 7, s. 2015 and No. 3, s. 2016  
To be indicated in the Perpetual Index under the following subjects:  
SUBJECT

BSD: memorandum title; Announcement and Receipt of Documents for the Hiring of Teachers  
19 January 2018