



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
DIVISION OF DIGOS CITY



Office of the Schools Division
Superintendent

Telefax: (082) 553-8 Telefax: (082) 553-8396

Division Memorandum

No. 063, s. 2016

To: Chief- School Governance and Operations Division (SGOD)
Chief - Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary school Heads

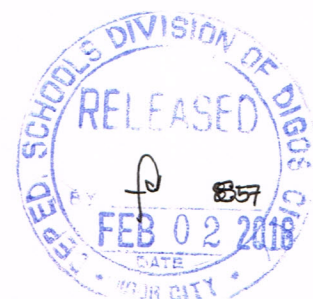
From: *silva*
DEE D. SILVA, DPA, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge

Subject: 2016 Hiring of Teacher I Applicants

Date: February 2, 2016

In compliance with DepED Order No. 7, s. 2015, entitled, "Hiring Guidelines for Teacher I Positions effective School Year (SY) 2015-2016", the Division Office through the Curriculum Implementation Division requires all concerned to follow the schedule of activities below:

Date	Activities
February 15, 2016	Deadline for submission of Pertinent Papers of applicants to the school
February 16, 2016	Verification of Documents as to completeness, veracity, accuracy and authenticity by the school Screening Committee
February 17, 2016	Deadline for submission of Pertinent Papers of applicants from the schools to the Division Office
February 18-19, 2016	Verification of Documents as to completeness, veracity, accuracy and authenticity by the Division Selection Committee and evaluation of applicants based on the criteria set in the guidelines.
February 21, 2016	English Proficiency Test (Subject to change depending on the schedule of (NETRC))
February 22-28, 2016	Interview of Applicants
March 14-18, 2016	Demonstration Teaching
April 4-6, 2016	Finalization of RQA
April 7, 2016	Submission of the Registry of Qualified Applicants (RQA) to the Schools Division Superintendent for approval
April 8, 2016	Posting of RQA



The following are the required documents for submission:

- a. CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
- b. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
- c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
- d. Certified copy of transcript of records
- e. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
- f. Certificates of specialized training, if any
- g. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
- h. NBI Clearance
- i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

Please ensure strict adherence to the above-listed timelines.

For your information, guidance and compliance.