



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



September 7, 2018

DIVISION MEMORANDUM
No. 83, s. 2018

**ANNOUNCEMENT AND RECEIPT OF DOCUMENTS FOR THE 2ND SET OF EVALUATION
 AND HIRING PROCESSES FOR SY 2018-2019 FOR THE HIRING OF
 TEACHERS FOR THE REMAINING TEACHING POSITIONS
 (ELEMENTARY LEVEL)**

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

1. In pursuance to DepEd Order No. 22, s. 2015, re: Hiring Guidelines for the Remaining Teaching Positions Effective School Year 2015-2016, and taking into account the remaining Teacher I Positions available at hand for School Year 2018-2019, this Office will conduct the second set of Evaluation and Selection Process for Teacher I Positions specifically in the Elementary Level for SY 2018-2019.
2. In line with the aforementioned Teacher-Hiring, each school is hereby required to do the following:
 - a. Posting of Announcement on Teacher-Hiring containing the following:

DATE	ACTIVITY	VENUE/REMARKS
September 10-12, 2018	Submission of Application Documents to School by "new" applicants	_____
September 13, 2018	Deadline of submission of Application Documents to the Division Office with endorsement duly signed by the School Screening Committee	Through the Records Section, then to CID Office
September 14, 2018 (8:00 A.M.)	Orientation of new Teacher-Applicants	Digos City Division Office Conference Hall
September 18, 2018	Interview of Teacher-Applicants	Division Office
September 19, 2018	Demonstration Teaching Skills Demonstration	Ramon Magsaysay Central ES
September 18-21, 2018	Evaluation of Application Documents	Division Office
September 29, 2018	Conduct of English Proficiency Test	Digos City National HS
The date on the posting of RQA is dependent on the release of the EPT Results from the Central Office.		

3. The documents to be transmitted to the Division Office by the school are as follows :
 - a. Transmittal Letter
 - b. Applicants' individual folder attached with Omnibus Certification of Authenticity and Veracity signed by the School Screening Committee Chairman, and Application Document Evaluation Sheet
 - c. Electronic and printed copy of applicants listing using the Teacher Applicant Rating Template (Templates can be downloaded from DepEd Digos City website; electronic copy can be sent through the email address of the CID secretary - jopay_sardonix@yahoo.com)

3. Applicants should be properly guided by the school as to identification of documents to submit based on DepEd Order No. 22, s. 2015.
4. For compliance and wide dissemination.

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

DepEd Schools Division of Digos

RELEASED

17220
Date: 10 SEP 2018 Time: 2:28

By:

References: DepEd Order No. 22, s. 2015

To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE TEACHER-HIRING 2ND EVALUATION & HIRING PROCESSES

BSD: memorandum title; Announcement and Receipt of Documents for the Hiring of Teachers for the Remaining Teaching Positions for SY 2018-2019

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