



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



DIVISION MEMORANDUM
No. 036, s. 2020

January 19, 2020

**ANNOUNCEMENT AND RECEIPT OF DOCUMENTS
FOR SCREENING OF TEACHER-APPLICANTS**

To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
All Other Division Personnel Concerned
Elementary and Secondary Schools Heads

1. In pursuance to DepEd Order No. 7, s. 2016 "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-Applicant Screening containing the following:

| DATE | ACTIVITY | VENUE |
|------------------------------|--|--|
| January 31 | Deadline on Submission of Pertinent Papers of Teacher-Applicants to the School NOTE: For applicants outside Digos City, they can submit their papers to the school up to February 5, 2020 . | Respective School |
| February 3 | Deadline on Endorsement of Pertinent Papers of Teacher-Applicants and Soft Copy of Teacher-Applicants' Pertinent Data from the School to the Division Office | Thru: The Record Section |
| | Meeting of Division Selection Committee Members and all other Team Members concerned for Demonstration Teaching, Interview, Evaluation of Applicants' Documents and Completion of Entries in the Ranking Form | CID Office |
| February 7 | Orientation of Teacher-Applicants (AM-Elem. & Junior HS; PM - Senior High) | DMMES Gym |
| February 10, 13, 14, 18 & 19 | Demonstration Teaching for Kindergarten, Elementary, Junior High and Senior High School Teacher-Applicants | Mt. Apo District- G. Reusora ES; Oriental Dist – DMMES; Occidental Dist – P. Basalan ES; Digos South – Saplala ES; JHS – Igpit NHS; Senior HS at SHS in Digos City |
| February 18 & 19 | Skills Demonstration (Teacher-Applicants: Kindergarten, Elementary and Junior High Schools) | DMMES |
| February 20-21 | Interview of Teacher-Applicants at the Division Office (Kindergarten & Elementary Levels) | Division Office |
| February 24 & 25 | Interview of Teacher-Applicants at the Division Office (Junior High School) | Division Office |
| February 26-27 | Interview of Teacher-Applicants at the Division Office (Senior High School) | Division Office |

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|------------------|---|-----------------|
| Feb. 4 - Mar. 10 | Evaluation of Teacher-Applicants' Pertinent Documents and Consolidation of Demonstration Teaching, Skills Demonstration and Interview Results | |
| March 11 | Validation of Evaluation Results (Teacher-Applicants) | Division Office |
| March 12 | PSB Conference and Signing of Documents (RQA) for Recommendation to SDS | ASDS Office |
| March 13 | Posting of Registry of Qualified Applicants (RQA) | |

- b. Submission of List of School Screening Committee on or before January 17, 2020
- c. Transmittal of application documents to the Division Office on February 3, 2020
 - 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 copy of teacher-applicants' pertinent data with template downloadable from the DepEd Digos City website
 - c.2 Personnel to receive:
 - c.2.1 Kindergarten and Elementary Levels - Attention: Beverly S. Daugdaug, EdD, CID Chief
 - c.2.2 Junior High School – Attention: Sollie B. Oliver, LLB, 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 of applicants' pertinent data
 - c.3.1 Kindergarten and Elementary Levels - send to ronilyn.nieves@deped.gov.ph
 - c.3.2 Junior High School – send to sollie.oliver@yahoo.com
 - c.3.3 Senior High School – send to luzmindaj@yahoo.com
5. The field is informed that there is no other schedule for English Proficiency Test (EPT) for CY 2020 Screening of Teacher-Applicants, except the one done on September 8, 2019. However, applicants who have not taken EPT are advised to avail it in other Divisions, with results to be accepted in this Office only through endorsement which shall have been done by the concerned Division.
6. 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.
7. For guidance, compliance and wide dissemination.

for application
CRISTY C. EPE, CESE
 Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION
 51735
 DATE: 20 JAN 2020 TIME: 5:15
 BY: *[Signature]*

References: DepEd Order No. 7, s. 2015 and No. 3, s. 2016
 To be indicated in the Perpetual Index under the following subjects:
 CURRICULUM HIRING OF APPLICANTS
 BSD: Announcement and Receipt of Documents for the Screening of Teacher-Applicants
 January 18, 2020