



Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
Anecito Siete St., Tangub City
Telefax: (088) 395-3372
Email: tangub.city@deped.gov.ph



RECEIVED BY:
1-8-16

DIVISION MEMORANDUM

No. 3, s. 2016

To: **CID and SGOD Personnel
Coordinating Principals
School Principals/Head Teachers/Cluster Heads/TICs
Both Elementary & Secondary
This Division**

From: **VICTORIA GAZO, Ph.D., CESO V**
Schools Division Superintendent

Subject: **SUBMISSION OF APPLICATION PAPERS FOR TEACHER 1 POSITIONS
IN THE ELEMENTARY AND SECONDARY LEVELS (Effective School Year
2016-2017) AND SCHEDULES OF RECRUITMENT ACTIVITIES**

Date: January 8, 2016

1. In compliance with the **DepED order No. 7, s. 2015 dated March 27, 2015, Hiring Guidelines for Teacher 1 Positions**, all elementary/secondary qualified teacher-applicants for School Year 2016-2017, are expected to submit their application papers and other documents on or before January 11 to February 11, 2016 addressed to the School Division Superintendent, through channels to the school head/principal of the school they wish to apply preferably near to their residence.
2. Applicants shall register to the Department's Online System at **application.deped.gov.ph**, where they must encode their Personal Data and select the division where they want to be ranked and submit their written application letter with the **Applicant Number indicated**, supported by the following documents:
 - a. CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID pictures
 - 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 copies of transcript of records
 - e. Copies of service records, performance ratings, and school clearance for those with teaching experience
 - f. Copies of specialized training, if any
 - g. Certified copy of voter's ID
 - h. NBI Clearance
 - i. Omnibus Certification of Authenticity and veracity of all documents submitted and signed by the applicant.

3. Every School Screening Committee (refer to composition of SSC and its functions from DedED Order No. 7, s. 2015) shall verify the authenticity of the documents and attach the checklist to their individual folder containing the required documents to the Division Selection Committee for Elementary or Secondary Schools on or before February 12, 2016.
4. The schedules and the venue of Demonstration Teaching, Interview and English Proficiency Test in the Elementary and Secondary Levels are as follows:
 - March 8,9,10 and 11, 2016 -- Demonstration and Interview for Elementary by district
 - March 8, 2016 - North District (Maloro Elementary School)
 - March 9, 2016 - South District (Lorenzo Tan Elementary School)
 - March 10, 2016 - Southwest District (Sumirap Central School)
 - March 11, 2016 - Tangub City Central District (Tangub City Central School)
 - March 8,9,10 and 11, 2016 -- Demonstration and Interview for Secondary Applicants (Tangub City National High School)
 - Time:** 7:30 A.M. to 11:30 A.M. and 1:00 P.M. to 5:00 P.M.
 - February 21, 2016 - English Proficiency Test for both Elementary and Secondary Applicants (tentative schedule) at TCNHS
5. For the Demonstration Teaching, teacher-applicants in the elementary are given the option to choose the subject and the grade level they will teach. For the secondary-applicants, they are given the option to choose the grade level they will teach, too.
6. The applicants should ask from the teacher in the grade level of their choice the subject matter based on the Lesson Guide of the K to 12/BEC in the 4th Grading Period a week before the scheduled demonstration teaching.
7. This Office will follow the first come first serve basis (based on the Attendance Sheets signed by the applicants).
8. Applicants of the previous S.Y. 2015-2016 may have the option to undergo Demonstration Teaching and Interview if they wish to or to use their previous ratings.
9. The Testing Center for the **English Proficiency Test is Tangub City National High School from 8:00 A.M. to 10:00 A.M:**
10. Any changes of schedule and Hiring Guidelines will be announced through and addendum or corrigendum.
11. For guidance and immediate dissemination of this Memorandum is desired.