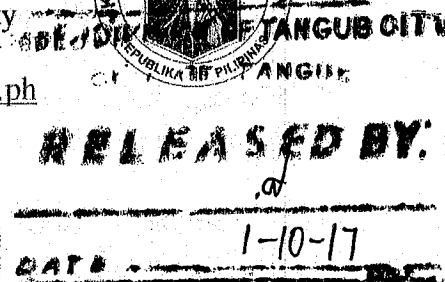
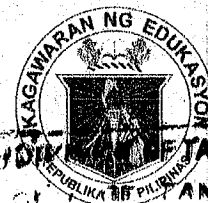




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**DIVISION MEMORANDUM**

No. 5, s. 2017

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

From: *V. Gazo*  
**VICTORIA V. GAZO, Ph., CESO V**  
Schools Division Superintendent  
1-10-17

Subject: **SUBMISSION OF APPLICATION PAPERS FOR TEACHER 1 POSITIONS IN THE ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOLS (Effective School Year 2017-2018) AND SCHEDULES OF RECRUITMENT ACTIVITIES**

Date: January 10, 2017

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 2017-2018, are expected to submit their application papers and other documents on or before January 11 to January 31, 2017 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 submit their written application letter 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. Orientation of applicants to the Department's Online System registration is scheduled on **February 13, 2017 @ 3:00 PM** at the **Division Office Conference room**.

4. Every School Screening Committee (refer to composition of SSC and its functions from DepEd 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 3, 2017.

5. The schedules and the venue of Demonstration Teaching, Interview in the Elementary and Secondary Levels are as follows:

February 6,7,8 & 9, 2017 – Demonstration and Interview for Elementary by district.

February 6, 2017 – North District (Maloro Elementary School)

February 7, 2017 – South District (Lorenzo Tan Elementary School)

February 8, 2017 – Southwest District (Sumirap Central School)

February 9, 2017 – Tangub City Central District (Tangub City Central School)

February 6,7,8, & 9, 2017 – Demonstration and Interview for Junior and Senior HS Applicants (Tangub City National School)

Time: 7:30 A.M. to 11:30 A.M. and 1:00 P.M. to 5:00 P.M.

Schedule for the English Proficiency Test will be announced later.

6. 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-applicant, they are given the option to choose the grade level they will teach, too.
7. 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 4<sup>th</sup> Grading Period a week before the scheduled demonstration teaching.
8. This office will follow the first come first serve basis (based on the Attendance Sheets signed by the applications).
9. Applicants of the previous S.Y. 2016-2017 may have the option to undergo Demonstration Teaching and Interview if they wish or to use their previous ratings.
10. Any changes of schedule and Hiring Guidelines will be announced through addendum or corrigendum.
11. For guidance and immediate dissemination of this Memorandum is desired.