



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

January 9, 2019

Division Memorandum
No. 21 s, 2019

**SUBMISSION OF APPLICATION LETTERS and other SUPPORTING DOCUMENTS for
ELEMENTARY, JUNIOR HIGH SCHOOL & SENIOR HIGH SCHOOL TEACHER
POSITIONS for SY 2019-2020**

To : Asst. Schools Division Superintendents
Chiefs, CID & SGOD
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
All Others Concerned

1. This office announces the schedule of the submission of application letters and other supporting relevant documents of Elementary & Junior High School Teacher applicants for School Year 2019-2020 per DepEd Order No. 7, s. 2015 entitled **"HIRING GUIDELINES FOR TEACHER 1 POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016"** including those from teacher applicants for Senior High School per DepEd Order No. 3, s. 2016 entitled **"HIRING GUIDELINES FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS EFFECTIVE SCHOOL YEAR 2016-2017"**.

2. Public Schools District Supervisors/District In-Charge are strongly encouraged to revisit the above-mentioned DepEd Orders together with all the members of the School Screening Committees of all the schools in the district and take note on the important dates as stipulated in this memorandum.

3. Below are the schedule of the important dates and processes:

Activities	Focal Unit/Person	Date
Acceptance of Application Letters of Elementary, Junior High School & Senior High School Teacher Applicants	School Screening Committee	January 21- February 14, 2019
Submission of Folders of Elementary, Junior High School & Senior High School Teacher Applicants in Bundles	Division Office Ms. Sheena Lee Bayot (Elementary) Ms. Conchita Jusayan (Junior High School) Ms. Izra Faye Saguban (Senior High School)	February 15, 2019

NOTE:
BLUE Folder for Elementary
RED Folder for Secondary
PINK Folder for Senior High School

10 JAN 2019

4. Public Schools District Supervisors/District In-Charge must submit the folders containing the application letters in bundles (one (1) bundle for the elementary, one (1) bundle for the Junior High School and another one (1) bundle for the Senior High School) with a list of the names of the applicants. Please use the templates provided.

5. Application letters submitted to the Division Office after February 15, 2019 shall **NOT BE ACCEPTED**.

6. Strict compliance and widest dissemination of this memorandum is desired.


WILFREDA D. BUNGALOS, Ph.D., CESO V

Schools Division Superintendent
11/9/19 



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**CHECKLIST OF REQUIREMENTS FOR TEACHER 1 POSITIONS
FOR ELEMENTARY AND JUNIOR HIGH SCHOOL TEACHER APPLICANTS FOR SCHOOL YEAR
2019-2020 (per DepEd Order No. 7, s. 2015 entitled "HIRING GUIDELINES FOR TEACHER 1
POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016)**

Name of Applicant: _____ District: _____

Major: (If Secondary)

No	Name of Document	Remarks
1	Application Letter	
2	CSC Form 212 (Revised 2005) in two copies with latest 2x2 picture	
3	Certified Photocopy of authenticated PRC License	
4	Certified Photocopy of authenticated Ratings in the LET/PBET	
5	Certified Photocopy of Transcript of Records	
6	Copies of Service Records, Certificate of Employment, Performance Rating and School Clearance (for those with teaching experience). NOTE: In case the said documents may not be available at the time of the submission of the application letter, a JUSTIFICATION stating the reasons why these are not yet available must also be submitted.	
7	Certificates of specialized training, if any (National Certificates (NC) must be from TESDA)	
8	Certified copy of Voter's ID and/or any proof of residence as deemed acceptable by the School Screening Committee	
9	NBI Clearance	
10	Omnibus Certification of authenticity and veracity of all documents submitted and signed by the applicant.	

Note: The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted as evidenced by the Omnibus Certification. Any violation will automatically disqualify the applicant from the selection process.

Checked by: _____

SIGNATURE OVER PRINTED NAME

NOTED:

SIGNATURE OVER PRINTED NAME OF PSDS

CONFORME:

SIGNATURE OVER PRINTED NAME OF APPLICANT



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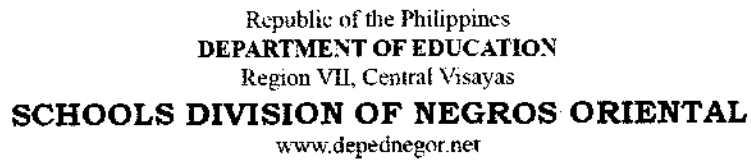
CHECKLIST OF REQUIREMENTS FOR SHS TEACHER APPLICANTS
(Per DepEd Order No. 3, s. 2016 entitled "Hiring Guidelines for SHS Teaching Positions Effective SY 2016-2017")

Put check mark		Applicants for Permanent Positions	Applicants for Part-Time Positions
	Mandatory Requirements	Letter of Intent which shall indicate the ff. information: a. Statement of Purpose/Expression of interest b. Subject group he/she intends to teach c. Preferred school (s), if there are any	Letter of Intent which shall indicate the ff. information: a. Statement of Purpose/Expression of interest b. Subject group he/she intends to teach c. Preferred school (s), if there are
		CSC Form 212, Revised 2005 (PDS) in two (2) copies with latest 2x2 ID picture	CSC Form 212, Revised 2005 (PDS) in two (2) copies with latest 2x2 ID picture
		Certified photocopy of certificates of relevant specialized training, if any	Certified photocopy of certificates of relevant specialized training, if any
		Certified copy of Voter's ID and/or any proof of residency	Certified copy of Voter's ID and/or any proof of residency
		National Bureau of Investigation (NBI) clearance	National Bureau of Investigation (NBI) clearance
		Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant	Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant
	Additional Requirements	Certified photocopy of Diploma on Bachelor's degree	Written approval from his/her head of unit if he/she currently employed by the national government or the local government unit.
		Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject	
		Certified photocopy of authenticated Professional Regulation Commission (PRC) ID card/certificate of Registration/license	
		Certified photocopy of authenticated ratings obtained in the Licensure Examination for Teachers (LET) Professional Board Examination for Teachers (PBET)	
	Additional Requirements for TVL teacher-applicants	Technical Education & Skills Enhancement Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject (e.g. NC-III in SMAW to teacher NC II SMAW) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)	Technical Education & Skills Enhancement Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject (e.g. NC-III in SMAW to teacher NC II SMAW) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)
		Certified Photocopy of Trainers Methodology Certificate (TMC)	Certified Photocopy of Trainers Methodology Certificate (TMC)
	Additional Requirements for Arts & Design & Sports Tracks teacher-applicants	Certified photocopy of Certification of Proficiency/Recognition from recognized or respectable relevant associations/organizations/guild	Certified photocopy of Certification of Proficiency/Recognition from recognized or respectable relevant associations/organizations/guild
	Additional Requirement for HEI/TVI faculty	Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI	Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI

Checked by:

SIGNATURE OVER PRINTED NAME

Tel. Nos: (035)225-2836 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (036) 225-6087 (Record's Section); (035) 422-6283 (Admin. Section); (036) 422-6267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections).



District: _____ **Total No. of Applicants** _____

Submitted by:

Tel. Nos: (035) 225-2638 / 225-0667 / 422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (036) 226-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (038) 225-6867 (Record's Section); (035) 422-5263 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);

