



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
Superintendent

28 JAN 2021

DIVISION MEMORANDUM
No. 01, s. 2022

**SUBMISSION OF APPLICATION LETTERS AND OTHER SUPPORTING DOCUMENTS
FROM KINDERGARTEN, ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL
TEACHER APPLICANTS FOR SY 2022-2023**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ District In-Charge
All Others Concerned


1. This office announces the submission of application letters and other supporting documents from the teacher applicants in Kindergarten, Elementary, Junior and Senior High Schools for the School Year (SY) 2022-2023 per DepEd Order No. 7, s. 2015 entitled "Hiring Guidelines for Teacher I Positions Effective SY 2015-2016 as reinforced by DepEd Order No. 9, s. 2016 entitled "Reinforcement of DepEd Order No. 7 and 22, s. 2015 as Hiring Guidelines for Kindergarten to Grade 10 positions and DepEd Order No. 3, s. 2016 entitled "Hiring Guidelines for Senior High School Teaching Positions Effective SY 2016-2017."
2. All Public Schools District Supervisors (PSDSs)/District In-Charge (DIC)/District Care Taker, School Administrators and members of the School Screening Committee are requested to revisit the said DepEd Orders.
3. The following reminders shall be observed:
 - 3.1 Application Letters from the applicants shall be addressed to the Schools Division Superintendent thru the School Administrator of the school applied for.
 - 3.2 All the supporting documents found in the attached checklist shall be complied in a properly labelled folder following the color coding:

Grade Level	Color
Kindergarten to Elementary	Blue
Junior High School	Red
Senior High School:	
1. HUMSS (English, Filipino, Social Science)	Yellow
2. TVL	Green
3. Sports	White
4. ABM	Purple
5. STEM	Orange



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644
Email Address: negros.oriental@deped.gov.ph

- 3.3 All the folders shall be submitted to the concerned personnel:
 - 3.3.1 **Sheena Lee B. Torres/Rina Duran** for the Elementary
 - 3.3.2 **Conchita Jusayan** for the Junior HS; and
 - 3.3.3 **Ma. Irene Cecilia Elemia/Jan Marie Camacho** for the Senior HS.
 - 3.4 The attached templates shall be complied and submitted together with the folders.
 - 3.5 The schedule for acceptance and checking of documents in the school and district thru the school screening committee is on **January 31 to February 18, 2022**.
 - 3.6 Deadline of submission of Documents to the Division Office is on **February 28, 2022**. Folders and other documents submitted to this office **after** this date shall **NOT BE ACCEPTED**, except for EPT result taken this year which will still be accepted until May, 2022.
 - 3.7 English Proficiency Test (EPT) result from 2020 up to May, 2022 shall be attached.
 - 3.8 The QPA/GWA certification shall be attached, unless reflected in the TOR.
 - 3.9 Teaching experience shall be credited with the support of certificate of employment signed by the employer/head of school for private schools recognized by DepEd and memorandum of understanding/agreement signed by the Hiring entity and the Schools Division Superintendent for public schools.
 - 3.10 For the Senior High School applicants, the Track/Strand applied for must be aligned with the baccalaureate degree, except for TVL. Applicants who can only qualify for HUMSS are bachelor degree graduates major in Social Science, Social Studies, Araling Panlipunan, Philosophy, Values or other courses not qualified for ABM, STEM, TVL, and Sports.
 - 3.11 The applicant shall assume full responsibility and accountability of the validity and authenticity of all the submitted documents as certified in the attached omnibus. Any violation shall automatically disqualify the applicant from the selection process.
 - 3.12 In completing the District Master list of applicants, it shall be arranged alphabetically regardless of area of specialization/major for the Elementary and JHS, while the Senior High School shall be arranged alphabetically by strand.
4. Schedule for the orientation, interview, and teaching demonstration observation shall be disseminated through another memorandum.
 5. Strict compliance and wide dissemination of this memorandum is desired.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent



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**CHECKLIST OF THE REQUIREMENTS FOR TEACHER 1 POSITIONS FOR
ELEMENTARY AND JUNIOR HIGH SCHOOL TEACHER APPLICANTS FOR SCHOOL
YEAR 2022-2023 (per DepEd Order No. 7, s. 2015 titled "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 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 for Baccalaureate Degree and Continuing Professional Education (CPE), if any with QPA/GWA	
6	English Proficiency Test Rating from 2020 to May 2022 Result only)	
7	Copies of Service Record, Certificate of Employment, Performance Rating, School Clearance and Approved MOA/MOU (for those with teaching experience)	
8	Certificates of specialized training, (National Certificate /NC) must be from TESDA)	
9	Certified copy of Voter's ID and/or any proof of residence as deemed acceptable by the School Screening Committee	
10	NBI Clearance	
11	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 BY:

SIGNATURE OVER PRINTED NAME

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 titled “Hiring Guidelines for SHS Teaching Positions
Effective SY 2016-2017)

Put Check mark		Applicants for Permanent Position
	Mandatory Requirements	Letter of intent which shall indicate the following information: a. Statement of purpose/ expression of interest b. Subject group he/she intends to teach c. Preferred school(s), if any
		CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture
		Certified photocopy of certificates of relevant specialized trainings, if any
		Certified copy of Voter's ID and/ or any proof of residency
		National Bureau of Investigation (NBI) clearance
		Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
	Additional Requirements	Certified photocopy of Diploma on Bachelor's degree
		Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject with QPA/GWA
		Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration /license
		Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET)
		English Proficiency Test Rating from 2020-May 2022 result
	Additional requirements for TVL teacher applicants	Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) 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), if available
	Additional requirement for Arts and Design and Sports Tracks teacher applicants	Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild
	Additional requirement for HEI/TVI faculty	Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI

Checked by:

SIGNATURE OVER PRINTED NAME



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