



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the Curriculum and Implementation Division
Capitol Area, Dumaguete City

www.depednegor.net negros.oriental@deped.gov.ph (035) 225 1622

January 9, 2018


Division Memorandum
No. 39 s, 2018

**SUBMISSION OF FOLDERS OF TEACHER APPLICANTS TO TEACH IN THE SENIOR HIGH SCHOOL
FOR SCHOOL YEAR 2018-2019**

To : Chiefs, CID & SGOD
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
Public Secondary School Heads
All Others Concerned

1. This is to announce to the field that the Schools Division Office of Negros Oriental is now ready to accept folders of teacher applicants desiring to teach in the Senior High School in this Schools Division of Negros Oriental for the School Year 2018-2019.
2. Per DepEd Order No. 3, s. 2016 entitled "Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017" all interested qualified teacher applicants may submit to the Schools Division Office or to the school head of the SHS (either standalone SHS or complete secondary school) where a teacher shortage or vacancy exists, a written application, supported by relevant documents enumerated in Section V, number 2 following the cut off dates enumerated below:

Submission of folders to the School Level:	February 12, 2018
Submission of folders to the District Level:	February 13, 2018
Submission of folders to the Division Level:	February 15, 2018
3. Schedule for interview and teaching demonstration including the schedule of the English Proficiency Test (EPT) shall be announced to the field on a separate memorandum.
4. To facilitate perusal of the documents, it is strongly recommended that each applicant submit only one (1) color-coded folder.
 - a) Blue for HUMMS applicants (English, Filipino, Social Sciences)
 - b) Pink for STEM applicants (Sciences and Mathematics)
 - c) Yellow for ABM applicants
 - d) Green for TVL applicants (HE, IA, AFA, ICT)
 - e) Red for SPORTS applicants (MAPEH)
5. Folders submitted after February 15, 2018 to the SDO shall NOT BE ACCEPTED.
6. For guidance and compliance.


SALUSTIANO T. JIMENEZ, CESO VI
OIC-Asst. Regional Director
Concurrent Schools Division Superintendent
1/9/18

2 JAN 2018

 Be Counted. Let's Practice
W.A.T.C.H.
We Advocate Time Consciousness and Honesty



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the Curriculum and Implementation Division
 Capitol Area, Dumaguete City

www.depednegor.net negros.oriental@deped.gov.ph (035) 225 1622

CHECKLIST OF REQUIREMENTS FOR SHS TEACHER APPUCANTS

(Per DepEd Order No. 3, s. 2016 entitled "Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (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 any	Letter of Intent which shall indicate the ff. information: d. Statement of Purpose/expression of interest e. Subject group he/she intends to teach f. Preferred school(s), if any
		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 is 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 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 teacher 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).	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 teacher 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	Certified photocopy of Trainers Methodology Certificate (TMC), if available
	Additional requirements for Arts & Design & Sports Tracks teacher-applicants	Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild	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	Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI

Checked by: _____

Noted by: _____

Conforme: _____

Signature over Printed Name of Applicant



