

Republic of the Philippines **DEPARTMENT OF EDUCATION**

Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

www.depednegor.net

October 24, 2018

Division Memorandum No. 705 s, 2018

Call for Submission of Application Letters and other Supporting Documents for Additional Teacher 1 Positions for Junior High School for SY 2018-2019

To

Asst. Schools Division Superintendents

Chiefs, CID & SGOD

Division Education Program Supervisors/Division Coordinators

Public Schools District Supervisor/District In-Charge

Public Secondary School Heads

All Others Concerned

- 1. This is to inform the field that the SDO of Negros Oriental is in need of more applicants for Teacher 1 for Junior High School for School Year 2018-2019.
- 2. Interested applicants who are preferably major in English, Filipino, Science, Mathematics, Social Studies, TLE and MAPEH must submit their documents (per DO 7, s. 2015) in one folder to this SDO through the District Office not later than November 16, 2018.
- 3. PSDS/DIC must submit the folders with proper endorsement to the Division Office following the template hereto attached on the date specified in item no. 2.
 - 4. Concerned teacher applicants are advised to take note on the following schedule:
 - 4.1 Schedule of Division Initiated English Proficiency Test: November 17, 2018-Saturday
 - 4.2 Schedule of Interview of Applicants: November 19-23, 2018
 - 4.3 Schedule of Teaching Demonstration: November 26-29, 2018
- 5. All PSDS including the teacher applicants are strongly urged to strictly follow the schedule set for this purpose. Hence, application letters reaching the division office after November 16 shall not be accepted anymore.
 - 6. Strict compliance and immediate dissemination of this memorandum is highly desired.

For the Schools Division Superintendent:

ERLINDAN CALUMPANG, Ed. D.
Chief Education Supervisor-CID
Office In-Charge

Enc: Templates



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CHECKLIST FOR REQUIREMENTS FOR TEACHER 1 POSITION (per DO 7, s. 2015 entitled "Hiring Guidelines for Teacher 1 Positions Effective School Year 2015-2016)

District:

Name of Applicant:

Major:		
No	Name of Document	Remarks
1	Application Letter	
2	CSC 212 (Revised 2005) in two copies with latest 2x2 picture	
3	Certified Photocopy of PRC License (preferably authenticated)	
4	Certified Photocopy of LET/PBET Ratings (preferably authenticated)	
5	Certified Photocopy of Transcript of Records	
6	Copies of Service Records, Performance Ratings and School Clearance (for	
	those with teaching experience) DULY SIGNED by authorized persons	
	A JUSTIFICATION with reasons in case the said documents are not	
	available as of the moment.	
7	Certificate(s) of specialized training issued by TESDA	
8	Certified photocopy 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	
Ĺ	submitted and signed by the applicant. The applicant assumes full responsibility and accountability on the va	
	cuments submitted as evidenced by the Omnibus Certification. Any vify the applicant from the selection process.	iolation i wil tautomaticali
SIGNAT	TURE OVER PRINTED NAME	
Noted:		1. 4 [§] 5.
SIGNAT	TURE OVER PRINTED NAME of PSDS	•
CONFO	RME:	
SIGNAT	TURE OVER PRINTED NAME of APPLICANT	



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LIST OF TEACHER 1 APPLICANTS BY DISTRICT

No Name of Ap	oplicant	Major	11 8-1
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