



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

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

Name of Applicant: _____ District: _____

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 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

