



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

**Office of the Schools Division  
 Superintendent**

DIVISION MEMORANDUM  
 No. 58 , s. 2021

01 FEB 2021

**SUBMISSION OF APPLICATION LETTERS AND OTHER SUPPORTING DOCUMENTS  
 FROM KINDERGARTEN, ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL  
 TEACHER APPLICANTS FOR SY 2021-2022**

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) 2021-2022 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 compiled 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



- 3.3 All the folders shall be submitted to the concerned personnel:
    - 3.3.1 **Sheena Lee B. Torres** for the Elementary
    - 3.3.2 **Conchita Jusayan** for the Junior HS; and
    - 3.3.3 **Ma. Irene Cecilia Elemia** 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 **February 8-24, 2021**.
  - 3.6 Deadline of submission of Documents to the Division Office is on **February 26, 2021**. Folders and other documents submitted to this office **after** this date shall **NOT BE ACCEPTED**.
  - 3.7 Only the 2019 and 2020 results of English Proficiency Test (EPT) are accepted.
  - 3.8 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.
  - 3.9 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.
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  
2020-2021 (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 with QPA	
6	Copies of Service Record, Certificate of Employment, Performance Rating, School Clearance and Approved MOA/MOU ( for those with teaching experience)	
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**

**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
	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 Certified photocopy of certificates of relevant specialized training, 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	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 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
	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 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)	Written approval from his/her head of unit if he/she currently employed by the national government or the local government unit.
	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 Trainer Methodology Certificate (TMC)	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)
	Additional Requirements for Arts & 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 HEL/TVI faculty Certified photocopy of Certification of Status of Employment/Service Record from HEL/TVI	Certified photocopy of Certification of Status of Employment/Service Record from HEL/TVI

Checked by: \_\_\_\_\_

SIGNATURE OVER PRINTED NAME



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**LIST OF ELEMENTARY TEACHER 1 APPLICANTS BY DISTRICT**

District: \_\_\_\_\_

Total No. of Applicants: \_\_\_\_\_

No.	Name of Applicant (Surname Name, First Name, MI) <i>*In Alphabetical Order</i>	School/District Applied To	Home Address	Contact No.

Submitted by:

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME



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## LIST OF JUNIOR HIGH SCHOOL TEACHER 1 APPLICANTS BY DISTRICT

District: \_\_\_\_\_

Total No. of Applicants: \_\_\_\_\_

No.	Name of Applicant (Surname Name, First Name, MI) <i>*In Alphabetical Order</i>	Major	School/District Applied To	Home Address	Contact No.

Submitted by:

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

