



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

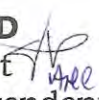
DIVISION MEMORANDUM
No. OLC, s. 2021

January 20, 2021

**RANKING OF K TO 10 AND SENIOR HIGH SCHOOL
TEACHER APPLICANTS FOR SY 2021-2022**

To : Human Resource Merit Promotion and Selection Board
Education Program Supervisors
Elementary and Secondary School Heads
Teacher Applicants
All Others Concerned

1. This Office hereby announces the ranking for Teacher I Applicants (entry level). Pursuant to DepEd Order No. 7, s.2015 titled "Hiring Guidelines for Teacher I Positions" and DepEd Order No. 3, s.2016 titled "Hiring Guidelines for Senior High School (SHS) Teaching Positions", kindly refer to the herein Enclosure A for the schedule of activities including the submission and requirements for the application of Teachers in both K to 10 and Senior High School levels.
2. Applicants must submit the pertinent documents to the school/s of their choice, using the prescribed color-coded folders to wit:
 - a. K to Grade 6 - white
 - b. Grades 7 to 10 - yellow
 - c. Grades 11 to 12 - green
3. For additional information on the hiring guidelines, kindly refer to the above-mentioned DepEd Orders.
4. This ranking welcomes and gives equal employment opportunity to all. No applicant shall be discriminated and/or denied access to opportunities for suitable employment.
5. For information and guidance.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent 
Office of the Schools Division Superintendent



Enclosure A to Division Memorandum No. 015, 2021 dated January 20, 2021

| Date | Activities |
|--|---|
| <p>January 20, 2021 – March 5, 2021</p> | <p><i>SUBMISSION OF APPLICATIONS TO THE SCHOOLS</i></p> <p>Interested applicants MUST submit their pertinent papers to the <u>SCHOOLS</u>, with application letter supported by the following documents:</p> <p><i>(Requirements for K to 10 Teacher Applicants, per DO No. 7, s.2015)</i></p> <ul style="list-style-type: none"> a) CSC Form 212 (Revised 2017) with the latest 2x2 size ID picture b) Certified photocopy of PRC Identification card c) Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/ Professional Board Examination for Teachers (PBET) d) Certified photocopy of transcript of records e) Certified photocopies of service records, performance rating, and school clearance for those with teaching experience f) Certified photocopy of specialized training, if any g) Certified photocopy of the Voter's ID and/or any proof of residence as deemed acceptable by the School Screening Committee h) Certified photocopy of NBI Clearance i) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant and the School Principal receiving the documents <i>(format sample in Enclosure B)</i> <p><i>(Requirements for Senior High School Teacher Applicants, per DO No. 3, s.2016)</i></p> <ul style="list-style-type: none"> a) CSC Form 212 (Revised 2017) with latest 2x2 size ID picture b) Certified photocopy of certificates of relevant specialized trainings, if any c) Certified photocopy of Diploma on Baccalaureate degree d) Certified photocopy of TOR with at least 15 units of specialization in relevant strand/ specialized subject e) Certified photocopy of PRC ID card/ certificate of registration/ license f) Certified photocopy of ratings obtained in the LET/ PBET g) Certified photocopy of Voter's ID and/or any proof of residency h) Certified photocopy of NBI Clearance i) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant and the School Principal receiving the documents <i>(format sample in Enclosure B)</i> j) <i>(for TVL applicants)</i> 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 higher. Exceptions are given to applicants for courses with no NC (e.g. Handicraft courses) k) <i>(for TVL applicants)</i> Certified photocopy of Trainers Methodology Certificate (TMC), if available l) <i>(for Arts & Design and Sports Tracks applicants)</i> Certified photocopy of Certification of Proficiency/ Recognition from recognized and respectable relevant associations/ organizations/ guild m) <i>(for HEI/ TVL faculty)</i> Certified photocopy of Certification of Status of Employment/ Service Record from HEI/ TVL |

| | |
|---|--|
| <p>March 8 - 12, 2021</p> | <p>VERIFICATION AND VALIDATION OF DOCUMENTS BY THE SCHOOL SCREENING COMMITTEE</p> |
| <p>March 15 - 19, 2021</p> | <p>SUBMISSION OF DOCUMENTS TO THE DIVISION OFFICE School Heads are to submit to the Division Office thru the Human Resource Merit Promotion and Selection Board (HRMPSB) Chairperson the verified and validated applicants' pertinent papers (1 FOLDER PER APPLICANT ONLY) with corresponding summary attached and with certification (Omnibus) as to its authenticity and veracity</p> |
| <p>March 22 - 26, 2021</p> | <p>EVALUATION AND VALIDATION OF DOCUMENTS BY THE DIVISION SELECTION COMMITTEES</p> |
| <p>March 29, 2021</p> | <p>VIRTUAL ORIENTATION OF ALL APPLICANTS ON THE SCREENING PROCESS (LINK SHALL BE ANNOUNCED LATER.)</p> |
| <p>April 5 - 19, 2021</p> | <p>ONLINE INTERVIEW, TEACHING DEMONSTRATION, AND VALIDATION OF SKILLS OF APPLICANTS BY THE DIVISION SELECTION COMMITTEES (LINK SHALL BE ANNOUNCED LATER.)</p> |
| | <p>SCHEDULE OF THE ENGLISH PROFICIENCY TEST (EPT) SHALL BE ANNOUNCED LATER.</p> |

**OMNIBUS CERTIFICATION OF AUTHENTICITY
AND VERACITY OF DOCUMENTS**

I, _____, Filipino, of legal age, and with permanent address at _____, under oath, hereby depose and state that:

1. Each of the document submitted is an authentic and original copy or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct;
2. I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. I am aware that any violation will automatically disqualify me from the selection process;
4. I am making these statements as part of the requirement for the Ranking of Teacher I applicants to the Department of Education Division of City Schools – Tagbilaran City for School Year (SY) 2021-2022.

Applicant's signature over printed name

Date

SUBSCRIBE AND SWORN to me this ___ day of _____, 2021, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

NOTARY PUBLIC