



February 5, 2016

DIVISION MEMORANDUM
No. 075, s. 2016

**LAST DAY OF SUBMISSION AND ACCEPTANCE OF APPLICATION DOCUMENTS FOR
SENIOR HIGH SCHOOL (SHS) TEACHING POSITION FOR SY 2016 – 2017**

TO : Assistant Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. This Office announces the last day of submission and acceptance of application documents for Senior High School (SHS) teaching position for SY 2016 – 2017 on February 11, 2016, before 5 o'clock in the afternoon. No acceptance of application documents will be entertained beyond February 11, 2016.

2. All applicants are enjoined to be guided by the following pertinent provisions of DepEd Order No. 3 s. 2016, to wit:

V.1. "Applicants shall register to the Departments online system at application.deped.gov.ph, where they must encode their Personal Data Sheet (PDS) and select the division they want to be ranked. Once submitted, a Unique Applicant Number (UAN) will be issued. In the submission of application requirements, the UAN shall be indicated, if available.

V.1.1. Each division shall assign an e-mail address (either its official division office's e-mail or its HR's e-mail) where the system will be forwarded the applications.

v.1.2. Applications without the UAN indicated shall still be accepted by the SDO. Applicants who are unable to submit the UAN may still go through the evaluation process, be ranked in the Registry of Qualified Applicants, and be hired. However, the UAN shall be submitted to the SDO once it is available.

V. 2. An applicant shall submit to the SDO or 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 the following documents:

Mandatory Requirements:

Letter of intent which shall indicate the following information:

a. Statement of purpose/expression of interest

- b. Subject group he/she intends to teach
- c. Preferred school(s), if any
 - CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture
 - Certified photocopy of certificates of relevant specialized trainings, 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

Additional Requirements:

- * 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 Professional Regulation Commission (PRC) professional ID card/certificate of registration /license
- Certified photocopy of 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 is currently employed by the national government or the local government unit. **(for part-time applicants)**

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 teach 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

Additional requirement for Arts and Design and Sports Tracks teacher applicants:

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

V.5. Applicants who have already submitted the complete requirements during the Call of Expressions of Intent shall not be required to re-submit. However, they may submit additional/updated documents (e.g. new certificates, portfolio pieces, etc.). Applicants who have submitted partial or incomplete requirements shall be required to submit the lacking necessary documents.

3. For more details and guidance, please refer to DepEd Order No. 3 s 2016.
4. Immediate dissemination and strict compliance of this Memorandum is directed.


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 Schools Division Superintendent

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