



January 25, 2016

DIVISION MEMORANDUM

No. 42, s. 2016

**SELECTION FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITION**

To: Education Program Supervisors  
Public School District Supervisors/In-charge  
School Heads of Public Secondary Schools Offering Senior High School  
This Division

1. Pursuant to DepEd Order No. 3, s. 2016, entitled "**Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016 – 2017**", dated January 21, 2016, this Office shall conduct the Selection for Senior High School Teaching Position.
2. All Applicants for Permanent or Part-Time Teaching Positions for DepEd-Division of Misamis Oriental are advised to follow the Application Process stipulated in Paragraphs V.1. and V.2 of the said DepEd Order as stated:

V.1. Applicants shall register to the Departments' online system at [application.deped.gov.ph](http://application.deped.gov.ph), where they must encode their Personal Data Sheet (PDS) and select the division(s) where 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. On the other hand, 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 The following are Mandatory requirements:

- Letter of intent which shall indicate the following information:
  - Statement of purpose/expression of interest
  - Subject group he/she intends to teach (ref. sec IV.13 of D.O 3, s. 2016)
  - 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

- National Bureau of Investigation (NBI) clearance
- Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

Furthermore, the additional requirements for applicants are as follows:

- For Permanent Positions
  - Certified photocopy of Diploma or 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) profession ID card/certificate of registration/license
  - Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET)
- For Part-Time Positions
  - Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit.

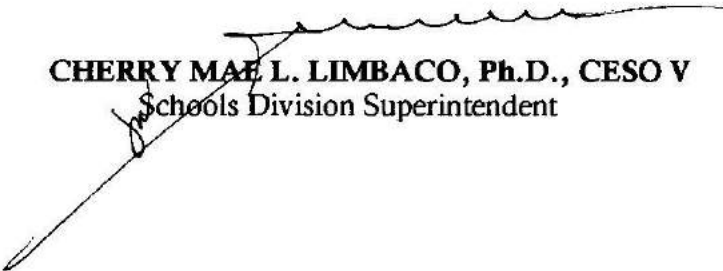
An additional requirement for applicants from Higher Education Institution (HEI) / Technical-Vocational Institution (TVI) is a certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI.

3. This Division prioritized the hiring of Senior High Teachers based on the aforementioned Deped Order, section VIII.9. It states that, "**For SY 2016 – 2017, hiring for teachers for the core subjects shall be prioritized.** For SY 2017 – 2018, hiring for teachers for the specialized subjects shall then be prioritized".

4. In the preparation of the pertinent documents, applicants shall observe the following:

- a. Use Long White Folder
- b. Observe proper arrangement, pagination, fastening and tabbing
  - i. The pertinent papers shall be arranged to what are enumerated under Mandatory Requirements and Additional Requirements of this memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.
  - ii. The Documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of content, shall be at the bottom of the documents.
  - iii. Deliberation sheet shall be attached in the left portion inside the folder.
- c. Number of copies
  - i. The applicants shall prepare two sets of pertinent documents following the above preparation.
  - ii. In addition to the folder is another copy of the certified PRC certificate/license. (if available)
- d. Other reminders
  - i. Applicants must bring original copy of the documents during submission to the School Screening Committee and during the interview by the Division Selection Committee.

5. All Applicants shall submit the Letter of Intent with Pertinent Papers on or before **February 16, 2016 at 5:00 p.m.** to the Schools Division Superintendent of this Division thru the Public Secondary School Heads of the Schools they intend to apply. The School Heads then will list all the names of the Applicants and encode it thru online spreadsheet via [www.depedmisor.net](http://www.depedmisor.net) > online forms > district list qualified applicants.
6. Download Deped O R D E R No. 3, s. 2016 for reference.
7. Immediate dissemination of this Memorandum to all concern is desired.

  
**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

CLL/daa