March 16, 2018

DIVISION MEMORANDUM
No. 251, s. 2018

DOCUMENTS VALIDATION FOR TEACHER-APPLICANTS

To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
SGOD Personnel Concerned
Elementary and Secondary School Heads

1. In pursuance to DepEd Order No. 7, s. 2015 “Hiring Guidelines for Teacher I Positions Effective School Year 2015-2016” and DepEd Order No. 3, s. 2016 “Hiring Guidelines for Senior High School Teaching Positions Effective SY 2016-2017, holding of Documents Validation for Teacher-Applicants is hereby announced which shall be done on dates and venue stipulated below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Level</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 22, 2018</td>
<td>Senior High School</td>
<td>Division Conference</td>
</tr>
<tr>
<td></td>
<td>(8:00 - 11:30 only)</td>
<td>Hall</td>
</tr>
<tr>
<td>March 23, 2018</td>
<td>Kindergarten, Elementary, Junior HS</td>
<td>Division Conference</td>
</tr>
<tr>
<td></td>
<td>(8:00 - 11:30 only)</td>
<td>Hall</td>
</tr>
</tbody>
</table>

2. In connection with the said Documents Validation, schools are required to inform all teacher-applicants to be present on its schedule.

3. The Documents Validation shall serve as an opportunity for all applicants to see their Individual Rating, and to clarify doubts, if there’s any, concerning their papers and the points they earned before the finalization of the Registry of Qualified Applicants (RQA).

4. The following teams shall be responsible in the conduct of “Documents Validation”.

<table>
<thead>
<tr>
<th>Level</th>
<th>Team No.</th>
<th>Chairman</th>
<th>Member/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten &amp; Elementary</td>
<td>1</td>
<td>Beverly S. Daugdaug</td>
<td>Ronilyn P. Nieves, Tito M. Endrina, Joan M. Niones</td>
</tr>
<tr>
<td>Junior High School</td>
<td>2</td>
<td>Sollie B. Oliver</td>
<td>Evangelina A. Herman, Eppie Grace E. Presto, Reyzen O. Monserate, Cecile C. Uy</td>
</tr>
<tr>
<td>Senior High School</td>
<td>3</td>
<td>Luzminda B. Jasmin</td>
<td>Cherry Rossette E. Oliva, Ferna Renira T. Alde</td>
</tr>
</tbody>
</table>

5. The validation shall be done on a first come first serve basis using priority numbers.

6. For information, guidance and compliance of all concerned.

DR. WINNIE E. BATOON, CESE
Office in Charge
Office of the Schools Division Superintendent

Encls:

References: DepEd Order No. 7, s. 2015, No. 3, s. 2016
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE
HIRING AND SCREENING OF TEACHER-APPLICANTS
DOCUMENTS VALIDATION

Beverly: Documents Validation for Teacher-Applicants
March 16, 2018