DIVISION MEMORANDUM
No. D16, series of 2019

TIMELINE FOR EVALUATION AND SELECTION PROCESS FOR TEACHER 1 POSITIONS FOR SY 2019-2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
<th>Person/s Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7-11, 2019</td>
<td>Information Dissemination/ Submission of Pertinent Papers of Teacher-Applicants to the School/ Online Submission of Pertinent Application Data by the Teacher-Applicants through <a href="https://tinyurl.com/DepEdDigos-Application">https://tinyurl.com/DepEdDigos-Application</a></td>
<td>School Screening Committee</td>
</tr>
<tr>
<td>Note: The applicant needs to have a gmail account for them to access the link for the online submission of pertinent application data</td>
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<tr>
<td>January 21, 2019</td>
<td>Deadline for Submission of Pertinent Papers of Teacher-Applicants to the School</td>
<td>School Screening Committee</td>
</tr>
<tr>
<td>January 21, 2019</td>
<td>Deadline for Online Submission of Pertinent Application Data by the Teacher-Applicants through <a href="https://tinyurl.com/DepEdDigos-Application">https://tinyurl.com/DepEdDigos-Application</a></td>
<td>School Screening Committee</td>
</tr>
<tr>
<td>January 21, 2019</td>
<td>Meeting of Division Selection Committee Members and All other Team Members Concerned for Demonstration Teaching, Interview, Evaluation of Applicants</td>
<td>Division Selection Committee</td>
</tr>
</tbody>
</table>

1. In pursuance to DepEd Order No. 7, s. 2015 entitled *Hiring Guidelines for Teacher 1 Positions Effective School Year (SY) 2015-2016*, the field is hereby informed of the timeline for the evaluation and selection process for Teacher 1 positions for School Year 2019-2020 of DepEd Digos City Division, to wit:
2. The applicant shall submit to the head of elementary or secondary school where a teacher shortage or vacancy (regular and/or natural) exists, a written application, with the Applicant Number indicated, supported by the following documents:

a. CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
b. Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
d. Certified copy of transcript of records
e. Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
f. Certificates of specialized training, if any
g. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
h. NBI Clearance
i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

3. For information, guidance and compliance.

Winnie E. Batoon, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

References: DepEd Order
EAH: Timeline for Evaluation and Selection Process for Teacher 1 Positions for SY 2019-2010
7 January 2019