

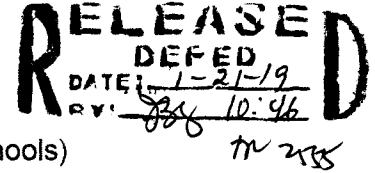
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



January 18, 2019

DIVISION MEMORANDUM

No. 034, s. 2019



To: School Heads/ Principals (Elementary and Secondary Schools)

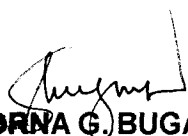
From: Office of the Schools Division Superintendent

Subject: **RECRUITMENT PROCEDURE FOR TEACHER APPLICANTS**

1. You are hereby instructed to adhere to DepEd Order No. 7, s. 2015 on the recruitment procedure for Teacher I applicants and DepEd Order No. 3, s. 2016 for Senior High School teacher applicants.

In this connection, please be advised of the following:

- a) Applicants are instructed to submit to the nearest elementary or secondary school head their application letter together with documentary requirements;
 - b) All applicants shall register to the Department's online system at application.deped.gov.ph;
 - c) Teachers who have not practiced their profession for the past five years shall be required to take at least 12 units in education courses, consisting of at least six units of content courses;
 - d) The School Selection Committee members shall adhere to their functions as follows:
 1. Receive applications and documents.
 2. Verify and certify as to completeness, veracity, accuracy, and authenticity all documents submitted by applicants.
 3. The School Screening Committee shall not refuse acceptance of any application. If any of the required documents are not present or incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents. Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee, albeit such submissions must be noted and marked by the Committee.
 - e) The School Head shall submit the Composition of the School Screening Committee together with one folder (photocopy only) of all their applicants to the Division Selection Committee c/o Personnel Unit on or before end of February 2019.
2. Immediate dissemination of the contents of this memorandum is hereby advised to all concerned.


DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent