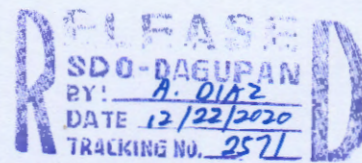




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 174 s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Field Staff and All Others Concerned

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Date: December 22, 2020

Subject: **RECRUITMENT PROCEDURE FOR TEACHER APPLICANTS**

You are hereby instructed to adhere to DepEd Order No. 7, s. 2015 on the recruitment procedure for Teacher I Elementary and Junior High School 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 **January 31, 2021**.

Address: DepEd SDO, Burgos St., Dagupan City

Telephone No.: (075)615-2645/615-2641

Website: depeddagupan.com

Email Address: dagupan.city@deped.gov.ph





Republic of the Philippines

Department of Education

REGION I

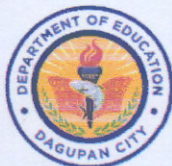
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

Immediate dissemination of the contents of this memorandum is hereby advised to all concerned.

AGUEDO C. FERNANDEZ, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

CF



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