



January 25, 2017

DIVISION MEMORANDUM  
No. 04 S of 2017

**RANKING OF TEACHER I APPLICANTS SY 2017-2018**

TO: Education Program Supervisors  
All Secondary and Elementary School Heads  
Teacher I Applicants  
All concerned

1. Pursuant to DepEd Order No. 7 Series of 2015 entitled, "Hiring Guidelines for Teacher I Positions", you are hereby informed of the following schedule of activities:

Date	Activities
January 26, 2017 to February 17, 2016	Submission of pertinent papers to the schools, with written application 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 c) Certified photocopy of 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 f) Certificates of specialized trainings, if any g) Certified copy of the voter's ID and or any proof of residence as deemed acceptable by the school screening committee. h) NBI Clearance g) Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant and the school principal receiving the said documents.
February 24, 2017	Verification and validation of documents submitted by the School Screening Committee
February 27 to March 3, 2017	School Heads to submit the verified and validated applicants documents with corresponding summary attached and with certification as to its authenticity and veracity to the Division Selection Committee Chair
March 6 to 10, 2017	Evaluation and validation of documents by the Division Selection Committee
To be announced later	English Proficiency Test ( <i>no definite schedule yet</i> )
March 13 to 24, 2017	Demonstration, Interview and Validation of Skills by the Division Selection Committee

2. For additional information on Teacher I hiring guidelines, kindly refer to the herein enclosed DepEd Order no. 7 series of 2015.

3. For information and guidance.

  
**VIRGINIA C. ZAPANTA Ed.D., CESO V**  
Schools Division Superintendent 