



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

January 5, 2016


**DIVISION MEMORANDUM**

No. 07 s. 2016

**SUBMISSION OF PERTINENT PAPERS FOR TEACHER 1 POSITION  
SCHOOL YEAR 2016-2017**

To: District Supervisors/District In-Charge  
All Others Concerned

1. This office is reminding all the District Supervisors/In-Charge, to submit to this office the pertinent papers of Teacher 1 applicants on or before **January 29, 2016**, following the provisions of DepEd Order No. 7, s. 2015, entitled: **HIRING GUIDELINES FOR TEACHER 1 POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2015-2016**.
2. District Supervisors/In-Charge are requested to submit a duly signed checklist of documents submitted by the applicants, as attached.
3. Only one (1) folder per applicant will be submitted to this office.
4. For the information, guidance and compliance of all concerned.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
Schools Division Superintendent

1/05/16

06 JAN 2016

SGD  
ST/RBP



[www.depednegor.net](http://www.depednegor.net)



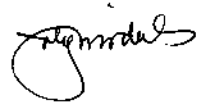
[negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)



(035) 225 2376 / 225 2838 / 422 5283

Requirements for Teacher I Applicants:

1. Application Letter
2. CSC Form 212 (2 copies with latest 2 x 2 ID Picture)
3. Certified photocopy of PRC License
4. Certified photocopy of ratings obtained in the LET/PBET
5. Certified photocopy of Transcript of Records
6. Certification of QPA obtained in the Bachelor's Degree and CPE (if applicable)
7. Copies of service record, performance rating, and school clearance for those with teaching experience
8. Certificates of Specialized Training
9. Certified photocopy of Voter's ID and/or any proof of residency
10. NBI Clearance
11. Omnibus Certificate of submission of application to only one Division and authenticity and veracity of all documents submitted, signed by the applicant

A handwritten signature in black ink, appearing to read "J. M. Dela Cruz", is located in the lower right quadrant of the page.