



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
Capitol Area, Dumaguete City

January 4, 2016

**DIVISION MEMORANDUM**

No. 112 s. 2016

**HIRING GUIDELINES FOR TEACHER 1 POSITIONS, RECRUITMENT,  
EVALUATION AND SELECTION PROCEDURES FOR SY 2016-2017**

To: Chiefs, CID & SGOD, DEPS, SEPS, EPS, Coordinators  
District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, this school years' screening, hiring, recruitment evaluation as well as the selection procedures for Teacher 1 positions for SY 2016-2017 is based on DepEd Order No. 7, s. 2015. Should a revised guidelines be issued by the higher office, the field will be duly informed through a Division Memorandum.

2. Below is the Schedule of Specific Activities to be undertaken:

<b>A. School Selection Committee</b>		
1	Receives application and verifies documents as to completeness, accuracy, authenticity and veracity	January 5-22, 2016
2	Submits lists of applicants with corresponding documents to the Division Selection Committee segregated as Elementary and Secondary.	January 25-29, 2016
<b>B. Division Selection Committee</b>		
1	Receives Lists of Applicants with corresponding documents and reviews as to completeness, accuracy, authenticity and veracity.	January 25-29, 2016
2	Evaluates applicants' pertinent documents	February 15-20; 22-27; 29, 2016 March 1-4; 7-11; 14-18; 21-25; 28-31, 2016
3	Administers the English Proficiency Test and Neuro-Psyche Test	(to be announced later by Bureau of Educational Assessment)
4	Conducts Interview	April 4-12, 2016
5	Observes and rates Demonstration Teaching	April 18-29; May 2-4, 2016
6	Reviews and consolidate results of the individual rating of applicants and prepares Division-wide Registry of qualified Applicants	May 9-27, 2016
7	Submits Final Registry of Qualified Applicants	June 3, 2016

3. *Only the required documents shall be found inside the applicants' folders. (Note: QPA given by the School Registrar should be attached to the Transcript of Records)*
4. *For the information and guidance of all concerned, wide dissemination of this memorandum is desired.*



**LELANIE T. CABRERA, CESE**  
*Assistant Schools Division Superintendent*  
*Officer In-Charge* 