



Department of Education
Region X – Northern Mindanao
DIVISION OF CAGAYAN DE ORO CITY
Masterson Avenue, Upper Balulang,
Cagayan de Oro City, Philippines



January 26, 2018

DIVISION MEMORANDUM

No. _____s, 2018

TO : Assistant Schools Division Superintendent (ASDS)
Education Program Supervisors
Public and Private Schools District Supervisors
Public Elementary and Secondary/ Senior High School
Heads/Principals
This Division

ED-DIVISION OF CAGAYAN DE ORO CITY
CAGAYAN DE ORO CITY

RELEASED

DATE: JAN 26 2018

RE : **ANNOUNCEMENT ON THE ACCEPTANCE OF TEACHER I
APPLICANTS FOR SY 2018-2019 FOR PUBLIC KINDERGARTEN,
ELEMENTARY AND JUNIOR HIGH SCHOOL.**

1. The Department of Education (DepED), Division of Cagayan de Oro City announces the opening for application and selection processes for Elementary and Junior High School Teacher I position for School Year 2018-2019. The guidelines set forth in DepEd Order No. 7, s. 2015 shall still be observed. Attention is called for in the following guidelines:
 - a. All applicants shall register to the Department's online system at application.deped.gov.ph where they must encode their Personal Data Sheet and select where they want to be ranked. Once submitted, an Applicant Number will be issued. In the submission of application requirements, this Number must be indicated.
 - b. Submission of complete and pertinent application folders as indicated in #5.1 of the aforementioned DepED Order. The following are the important dates to remember in the recruitment process:

IMPORTANT DATES	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
January 29- February 9, 2018	Filing of application to the nearest elementary or secondary school in the applicant's area of residence. School Heads should only receive complete documents.	School Head/PSDS
February 12-15, 2018	Document verification, evaluation and validation	School Screening Committee
February 19, 2018	Submission of all authenticated, verified and validated documents to the Division Office	School Screening Committee
February 20- March 2, 2018	Document appraisal and evaluation based on the criteria at Macasandig Elem. School.	Division Selection Committee
To be Announced Later	Administration of English Proficiency Test	BEA with Division Testing Coordinator
March 12-28, 2018	Interview, Teaching and Skills Demonstrations at Macasandig Elem. School.	Division Selection Committee
April 2-13, 2018	Rectification	Division Selection Committee

April 16-24, 2018	Review and Finalization of Division Registry of Qualified Applicants	Division Selection Committee
April 25, 2018	Posting of RQA	HR
May 2018	Hiring of Teachers	PSB

2. The cut-off Score for inclusion in the RQA is 70 points. Only those who will obtain 70 and above will be included in the RQA.
3. Applicants who are already included in the Division RQA released on **October 27, 2017** shall submit a letter of intent and shall no longer resubmit their documentary requirements but may submit additional supporting documents to update their points. They may also opt to submit themselves anew to this year's Interview, Teaching and Skills Demonstration or use their previous points in these items in the computation of their final rating.
4. To be guided thoroughly of the hiring guidelines, all concerned are encouraged to refer to DepEd Order No.7, Series 2015.
5. Applicants for Junior High School are advised to take note of the following application folder color:

Subjects	Folder Color
English	Red
Filipino	Dark Blue
Science	Green
Mathematics	Orange
Araling Panlipunan	Brown
MAPEH	Yellow
Edukasyon sa Pagpapakatao	Pink
TLE	Violet

6. For queries relative to the recruitment process, you may contact this number: **855-0048**.
7. Please be guided accordingly.


JONATHAN S. DELA PEÑA, CESO VI
 Schools Division Superintendent

References: DepEd Order No.7, Series 2015.

To be indicated in the Perpetual Index under the following subjects:

HIRING PUBLIC APPOINTMENT
 EMPLOYMENT ELEMENTARY AND JUNIOR HIGH SCHOOL.
application.deped.gov.ph