



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

OFFICE OF THE SCHOOLS  
DIVISION SUPERINTENDENT

DIVISION MEMORANDUM  
No. 261, s. 2022

JUL 01 2022

**HIRING OF TEACHER APPLICANTS FOR KINDERGARTEN, ELEMENTARY,  
JUNIOR HIGH SCHOOL, AND SENIOR HIGH SCHOOL FOR SY 2022-2023**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division of Kabankalan City announces the start of the acceptance of applications and pertinent documents of all interested qualified applicants for Kindergarten, Elementary, Junior High School, and Senior High School teacher positions for SY 2022-2023 at the school level until 5 p.m. of July 15, 2022.
2. The selection and ranking process is open to all qualified teacher-applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, physical disabilities, etc.
3. All NEW qualified applicants shall submit to the head of the elementary, secondary and integrated school the following required documents:
  - 3.1 Application letter addressed to the Schools Division Superintendent
  - 3.2 CSC Form 212 (Personal Data Sheet) in two copies with the latest passport size ID picture
  - 3.3 Authenticated PRC License and certified photocopy of PRC professional identification card
  - 3.4 Certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
  - 3.5 Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
  - 3.6 Certified copy of transcript of records
  - 3.7 Certification on General Weighted Average (GWA) from the institution where the baccalaureate degree was obtained.
  - 3.8 Copies of service records, contracts, performance rating, and school clearance for those with teaching experience.
  - 3.9 Certificates of specialized training, if any
  - 3.10 Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
  - 3.11 NBI Clearance
  - 3.12 Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
4. Per Section (5.0) Paragraph (5.1) of DepEd Order No.7, s. 2015 and DepEd Order No. 50, s. 2016, all new applicants shall register to the Department's online system at [application.deped.gov.ph](http://application.deped.gov.ph) where they must encode their Personal Data Sheet and select the division 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.
5. Only applicants of the Schools Division of Kabankalan City who were included in the SY 2021-2022 selection process but not yet hired have the option to retain or update their previous ratings. A letter of intent/request should be submitted indicating the specific area/areas to be updated and corresponding valid documents should be attached. For such purpose, Individual Rating Sheets for points obtained will be provided by the HRMO (See Enclosure No. 2 for the specific instructions to applicants).
6. All applicants are required to accomplish the ONLINE REGISTRATION at <http://bit.ly/kab2022>. The scanned copy (in pdf format) of the checklist signed by the School Screening Committee (SSC) shall be upload as part of the registration process (See Enclosure No. 2 for the specific instructions to applicants).






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7. All School Heads shall organize their respective school screening committee based on Section 6.2.1.1 of DepED Order No. 7, s. 2015. The School Selection Committee (SSC) shall check the completeness and verify the documents submitted by each applicant using the checklists found in enclosures 3 and 4. The original copy of the accomplished checklist, duly signed by the SSC shall be issued to each applicant. All documents submitted by each applicant shall be scanned (in pdf format) by the SSC and be UPLOADED, including the copy of the checklist to <http://bit.ly/schooluploading2022>. The file name of each uploaded file should be in this format; School ID\_Family Name\_First Name (e.g. 115786\_Camacho\_Karen). Deadline of ONLINE SUBMISSION/UPLOADING is on Friday, July 22, 2022 (See Enclosure No. 2 for the specific instructions to SSC).
8. Applicant will receive the copy of the uploaded file through their respective email addresses and are advised to confer with the School Head concerned, in case there is discrepancy between the uploaded file done by the SSC and the documents they submitted to the school.
9. No additional documents will be accepted after the deadline, EXCEPT for those required by the DSC to validate some aspects in the criteria or claims for points with insufficient supporting documents.
10. Applicants whose points are no longer valid are enjoined to take the The English Proficiency Test (EPT) which will be administered by the Bureau of Education assessment (BEA). Scheduled date and venue for the conduct of the EPT will be announced through an addendum.
11. The criteria and guidelines for ranking of teacher-applicants are found in DepEd Order No. 7, s. 2015 and DepEd Order No. 3, s. 2016. For IPed applicants, please refer to DepED Order No. 50, s. 2016 for the hiring guidelines and criteria.
12. **Applicants with special needs (e.g., PWD) should submit letter request to the Office of the ASDS for any assistance that they might need during the evaluation and ranking process.**
13. All expenses relative to the conduct of the evaluation and ranking process are chargeable against the Division MOOE subject to the usual accounting and auditing rules and regulations.
15. The Orientation of Teacher Applicants and School Screening Committees will be on July 6, 2022 via Microsoft Teams through the following links:  

Orientation of Teacher Applicants	(9:30 a.m.) - <a href="http://bit.ly/OrientationTA2223">bit.ly/OrientationTA2223</a>
Orientation of School Screening Committee	(1:30 p.m.) - <a href="http://bit.ly/OrientationSSC2223">bit.ly/OrientationSSC2223</a>
15. For the guidance of all concerned, enclosed are the following:
  - 15.1. Enclosure No. 1 - Omnibus Sworn Statement
  - 15.2. Enclosure No. 2 - Instructions to Teacher Applicants and SSC
  - 15.3. Enclosure No. 3 - Checklist for New Applicants
  - 15.4. Enclosure No. 4 - Checklist for Old Applicants
  - 15.5. Enclosure No. 5 - Sample Format for the Labelling of Folders
16. Immediate dissemination of and compliance with this Memorandum are desired.

  
**NICASIO S. FRIO, CESQ VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

*References:*

DEPED ORDER NO. 51, s. 2017  
DEPED ORDER NO. 50, s. 2016  
DEPED ORDER NO. 3, s. 2016  
DEPED ORDER NO. 22, s. 2015  
DEPED ORDER NO. 7, s. 2015







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OMNIBUS SWORN STATEMENT  
REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

I, \_\_\_\_\_, of legal age, single / married, and resident of Barangay \_\_\_\_\_,  
(Municipality/City) \_\_\_\_\_, (Province) \_\_\_\_\_, after  
having been duly sworn in accordance with law, do hereby depose and say:

1. I am the owner of the following documents submitted to the School Screening Committee:
  - a. CSC Form 212 (Personal Data Sheet) in with the latest passport size ID pictures;
  - b. PRC professional identification card (not expired); or claim slip of application/renewal;
  - c. Result of rating obtained in the Licensure Examination for Teachers (LET) / Professional Board Examination for Teachers (PBET);
  - d. Transcript of records (TOR) with Certification of General Weighted Average of academic grades;
  - e. Service record, performance ratings, and school clearance (if with teaching experience);
  - f. Certificates of specialized training;
  - g. Voter's ID and / or Barangay Certification as proof of residency as may be deemed acceptable by the School Screening Committee; and
  - h. NBI Clearance (not expired)
2. Each of the documents submitted is in satisfaction and compliance with the requirements for recruitment set by the Department of Education;
3. Each document is an authentic copy of the original, complete, and all data / information therein are true and correct to the best of my knowledge and belief;
4. I assume responsibility and accountability on the validity and authenticity of the documents submitted; and
5. I am authorizing the School/Division Screening Committee to verify / validate the documents submitted.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2022 in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Signature of Applicant

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 2022, affiant exhibiting to me his / her  
Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ in \_\_\_\_\_, Philippines.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_





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**INSTRUCTIONS TO TEACHER - APPLICANTS**

1. **FOR NEW APPLICANTS** - Submit to the school where you wish to apply a properly labeled white long-size folder which contains the application letter addressed to the Schools Division Superintendent and all other pertinent documents as specified in Paragraph 3 of this memorandum. Include in the submission of your documents a copy of the UAN (Unique Application Number), if available.

**FOR OLD APPLICANTS** - Submit to the school where you wish to apply a properly labeled white long-size folder with the following documents: (a) application/ letter of intent addressed to the Schools Division Superintendent, (b) updated CSC Form 212 (Personal Data Sheet), (c) copy of the individual rating in the previous ranking and (d) photocopy of the authenticated PRC license and other supporting documents in case of updating of points for experience, training, and educational attainment. Indicate in the letter of intent the specific area or areas you wish to retain or update and attached valid supporting documents.

**FOR SHS APPLICANTS** - Indicate in your intent letter the **Senior High School Subject Group** you intend to apply in.

**Individual Rating Sheets** will be sent only thru the e-mail address of applicants upon their request via this link which will be available from July 1, 2022 to July 14, 2022: <http://bit.ly/ratingsheet2122>

2. Secure an original copy of the duly signed checklist and take it with you as proof that you have submitted your documents to the school. This is after the School Selection Committee (SSC) have scrutinized and verified the completeness of your documents using the checklist found in Enclosure No. 3 (for new applicants) / Enclosure No.4 (for old applicants).

3. Scan your copy of the checklist and save in pdf format. This shall be uploaded during the online registration, while the hardcopy shall be placed in a long-size and properly labelled white folder and will be submitted to the Division Selection Committee (DSC)-Technical Working Group (TWG) during the face-to-face document evaluation.

4. Register ONLINE and fill out all required information thru this URL: <http://bit.ly/kab2022>.

Note: Applicants who apply for more than one level or specialization shall submit a separate set of documents for each level or specialization. Likewise, online registration shall be done separately per level or specialization.

5. Wait for the schedule of document evaluation, interview, demonstration teaching or skills validation (whichever is applicable to you).

6. Bring all original documents during the evaluation of documents

**INSTRUCTIONS TO SCHOOL HEAD/SCHOOL SELECTION COMMITTEE (SSC)**

The School Head or the School Selection Committee (SSC) shall:

1. Receive properly labeled long-size folder containing the application letter and other pertinent documents of new teacher- applicants or letter of intent and additional documents, in the case of old applicants.

2. Check the completeness and veracity of the documents submitted by the applicant using the appropriate CHECKLIST found in found in Enclosure No. 3 (for new applicants) and Enclosure No.4 (for old applicants).

3. Accomplish the checklist in duplicate copy and must be properly signed by the receiving school official/personnel. The applicant should also sign in the conforme box of the checklist. Give one copy to the applicant and the other copy shall be placed in the applicant's folder.

4. Scan all the documents including the checklist and save as PDF file. See to it that proper pagination in the lower-right part of each document was indicated. For example, if the folder contains 15 sheets (including the checklist), then each page must bear this pagination format ... 1/15 (page 1), 2/15 (page 2)...15/15 (last page).

In saving the scanned documents, for uploading, this file naming format must be followed:

School ID\_ Family Name\_First Name of applicant

Illustrative example: Juan dela Cruz is an applicant of Amian Elementary School

The filename shall be: 1132186\_delaCruz\_Juan

5. Open the URL <http://bit.ly/schooluploading2022> and fill in the basic information of the applicant then UPLOAD the scanned documents. Review the encoded information, especially the email address of the applicant and see to it that the documents have been uploaded before clicking the submit button.

Note: The applicant will also receive a copy of the uploaded file thru his/her email.











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SAMPLE FORMAT FOR THE LABELING OF FOLDERS

**PERTINENT DOCUMENTS FOR TEACHER  
APPLICATION OF JUAN DE LA CRUZ  
(ELEMENTARY)  
SY 2022-2023**

**PERTINENT DOCUMENTS FOR TEACHER  
APPLICATION OF JUAN DE LA CRUZ  
(ELEMENTARY-IPED)  
SY 2022-2023**

**PERTINENT DOCUMENTS FOR TEACHER  
APPLICATION OF JUAN DE LA CRUZ  
(JUNIOR HIGH SCHOOL - ENGLISH)  
SY 2022-2023**

**PERTINENT DOCUMENTS FOR TEACHER  
APPLICATION OF JUAN DE LA CRUZ  
(SENIOR HIGH SCHOOL – GROUP I-A)  
SY 2022-2023**

