



Republic of the Philippines  
Department of Education  
Region X-Northern Mindanao  
DIVISION OF OZAMIZ CITY  
City of Ozamiz



**DIVISION MEMORANDUM**

No. *028* , s. 2017

**TO:** Chief Education Supervisors (CID and SGOD)  
Public Elementary and Secondary School Heads  
This Division

**SUBJECT: GUIDELINES ON UPDATING PERTINENT DOCUMENTS OF PRE-SCHOOL,  
ELEMENTARY AND JUNIOR HIGH SCHOOL OLD TEACHER 1  
APPLICANTS, SY 2017-2018**

**DATE:** February 2, 2017

1. For the purpose achieving updated and accurate evaluation results in the recruitment, evaluation and selection of Pre-School, Elementary and Junior High School Teacher 1 applicants, this Office hereby announces the following guidelines in updating pertinent documents of **old teacher - applicants**:

- a. submission of letter of intent for the inclusion in the Pool of Teacher-Applicants, SY 2017 - 2018;
- b. submission of new / additional documents, if there are any;
- c. scores previously earned in the last ranking based on DepEd Order No. 7, s. 2015 shall be automatically used in the present list of applicants; and
- d. in no case shall an old applicant be allowed to undergo the whole ranking process again except those who applied prior to the issuance of D.O. No. 7, s. 2015 re Hiring Guidelines for Teacher 1 Positions Effective School Year 2015 – 2016.

2. Deadline for submission of Letter of Intent and additional documents to the Division Office, if there are any, shall be on or before February 13, 2017. Failure to submit the same shall mean exclusion in the Pool of Teacher Applicants for School Year 2017-2018.

3. For queries, contact Anacleta A. Gacasan, Chief ES/Chair, Division Selection Committee at 0928-506-9681 or 0949-991-1044.

REBONFAMIL R. BAGUIO  
Schools Division Superintendent  
*02 Feb 17*