



Republic of the Philippines
DEPARTMENT OF EDUCATION
Zamboanga Peninsula, Region IX
DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBOANGA DEL NORTE

RELEASED

25 JAN 2017

BY: _____ DATE: _____
NAME/SIGNATURE

DIVISION MEMORANDUM
No. 027s. 2017

**To: PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL PRINCIPALS
HEAD TEACHERS
ALL CONCERNED**

FROM: NATIVIDAD P. BAYUBAY, CESO VI,
Officer-In-Charge
Office of the Schools Division Superintendent

**SUBJECT: VALIDATION AND VERIFICATION OF DOCUMENTS OF TEACHER
APPLICANTS**

DATE: January 12, 2017

1. To facilitate expeditious and prompt recruitment and selection of candidates for SY 2017-2018 this office hereby directs all elementary and secondary school principals/school heads to accept pertinent documents of teacher applicants and forward the same to the Schools Division Office not later than February, 2017.
2. The School Selection Committee must thoroughly check the pertinent documents submitted and if found lacking or invalid must immediately notify the concerned applicant to facilitate complete and proper submission of documents.
3. Applications that are still incomplete/invalid despite the notification should be forwarded to the Schools Division Office but must be noted and marked.
4. For immediate and widest dissemination to all concerned.



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