



April 1, 2015

DIVISION MEMORANDUM

No. 24 S. 2015

**REGISTRATION TO THE DEPARTMENT'S ONLINE SYSTEM BY TEACHER-APPLICANTS
AS PER DEPED ORDER NO. 7 S. 2015
(Hiring Guidelines for Teacher I Position, Effective School Year (SY) 2015-2016)**

**To: OIC-Office of the Assistant Schools Division Superintendent
Education Program Supervisors/District Supervisor
All Public Elementary and Secondary School Heads
All Others Concerned**

1. In line with DepEd Order No. 7, s. 2015 dated March 27, 2015 entitled "Hiring Guidelines for Teacher I Positions, effective School Year (SY) 2015-2016", this Office reiterates strict adherence to paragraph 5 **Application Process & Requirements** reads as...

5.1 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 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.

- a. *Each division shall assign an e-mail address (either its official division office's e-mail) where the system will forward the applications.*
- b. *Applicants who have already submitted requirements prior to the release of these Guidelines must still register to the online system, after which they shall **submit Applicant Number to the Division Office**, Attention: Christine T. Coronado, HRMO
Telephone Number: 630-6854
E-mail Address: antipolocity@deped.gov.ph.*

2. Likewise, applicant shall submit to the head of elementary and secondary school where a teacher shortage or vacancy (regular/or natural) exists and where he/she applied for Teacher I Position **the applicant number issued by the Department.**
3. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted as evidence by the Omnibus Certificate of Authenticity as well as required **Online registration to the department.**
4. Immediate and wide dissemination of this Memorandum is earnestly desired.

DR. MERTHEL M. EVARDOME
Acting Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent