



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF BAYBAY CITY

March 18, 2021

**DIVISION MEMORANDUM**

No. 153 s, 2021

**VIRTUAL ORIENTATION FOR THE INCOMING TEACHER APPLICANTS  
ON THE RECRUITMENT PROCESS AND HIRING GUIDELINES**

TO : School Administrators  
Public Elementary and Secondary Schools  
All Others Concerned

1. Relative to the upcoming recruitment of teachers for Kinder/Elementary, Junior High School, and Senior High School, and with the implementation of the Project Serbisyong Nagpapahalaga sa mga Guro (SeNaG), the office hereby announces that a virtual orientation on the recruitment process and hiring guidelines will be conducted on **March 23, 2021** for those teacher applicants outside Baybay City and for those were not able to attend the face-to-face orientation. Particular time schedule per level were indicated as follows:
  - a. Elementary and Junior High School - 9:00 AM – 10:30 AM
  - b. Senior High School - 2:00 PM – 3:30 PM
2. The objectives of this activity are the following:
  - a. To orient the applicants on the recruitment and hiring process of Baybay City Division to effectively guide them with the process.
  - b. To orient the applicants with the hiring guidelines (DO 7, s. 2015, DO 22 s. 015, and DO 3, S. 2016).
  - c. To give applicants ample time to prepare the necessary documents for application.
3. **Link and password** for the virtual orientation will be posted **day before** the said orientation.
4. Wide and immediate dissemination of this memorandum is desired.

  
**RAUL D. AGBAN, Ed. D.**  
OIC- Schools Division Superintendent

Incl.: None

Reference: DO 7, s. 2015, DO 22 s. 015, and DO 3, S. 2016

To be indicated in the perpetual index under the following subjects:

PERSONNEL

POLICY

CS Scanned with CamScanner



Diverslon Road, Brgy. Gaas, Baybay City, Leyte  
baybay.city@deped.gov.ph

