



**Division Memorandum**

No. 021, S. 2018


To : Assistant Schools Division Superintendent - Secondary  
Secondary School Heads  
All Others Concerned

From : OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject : **Orientation on Hiring Guidelines for Junior and Senior High School Teachers**

Date : January 16, 2018

1. There will be an orientation of the Department heads or teachers who are members of the School Screening Committee assigned to receive and verify application and documents of teacher applicants.
2. The following are the expected number of participants:  
  
115 – Junior HS  
84 - Senior HS  
  
199 Head Teachers or Teachers
3. The orientation will be held on January 18, 2018 at 8:00 – 11:00 a.m at San Matias National High School, Sto. Tomas, Pampanga covered court.
4. The following will be discussed during the orientation.
  - a. DepEd Order 7, s. 2015 – Hiring Guidelines for Teacher I Positions effective SY 2015 - 2017 (for Junior High School)
  - b. DepEd Order 3, s. 2016 – Hiring Guidelines for Senior High School
5. Transportation and food allowance of participants will be charged against school or canteen funds.
6. Immediate and wide dissemination of this memorandum is desired.

  
**LEONARDO D. ZAPANTA, Ed. D., CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

