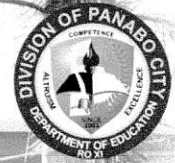




Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region XI



DIVISION OF PANABO CITY

Panabo City

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Division Memorandum

No. 0045, 2018

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum and Implementation Division
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Concerned

Subject: **Schedule for the Recruitment, Evaluation and Selection for Teacher Applicants for Kindergarten, Elementary, Junior and Senior High School for SY 2018-2019**

Date:

Please be informed on the following schedules for the recruitment, evaluation and selection of teacher applicants for Kindergarten, Elementary, Junior and Senior High School for SY 2018-2019, to wit:

Inclusive Dates/Venues	Activities	Persons Responsible
January 8 - 31, 2018 At the schools chosen by applicants	Submission, Review and Evaluation of Pertinent Documents to the School Screening Committee	School Screening Committee
January 26, 2018 1:30 PM Aboitiz Hall	Orientation of School Screening Committee (SSC) & Division Selection Committee (DSC)	Division Selection Committee
February 7, 2018 Office of the Assistant Schools Division Superintendent	Submission of List of Applicants and Pertinent Documents by the SSC to DSC	School Screening Committee

Inclusive Dates/Venues	Activities	Persons Responsible
February 8-16, 2018 Division Office	Review and Evaluation of Pertinent Documents	Division Selection Committee
February 13, 2018 Panabo NHS Covered Court	Orientation of Teacher-Applicants	Division Selection Committee
February 26-March 2, 2018 Panabo NHS and Rizal ES	Demonstration Teaching and Skills Demo	Division Selection Committee
Schedule to be announced Panabo CESSC	Conduct of English Proficiency Test	Division Selection Committee Division Testing Coordinator
March 7-9, 2018 Division Office	Interview of Teacher-Applicants	Division Selection Committee

The following are the pertinent documents for the Kinder, Elementary and Junior HS teacher-applicants to be submitted in a green long expanded folder:

- a.) Written application
- b.) CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture,
- c.) Certified photocopy of PRC Professional ID card or a PRC certification showing the teacher's name, LET Rating, and other information recorded in the PRC Office,
- d.) Certified photocopy of ratings obtained in the LET/PBET
- e.) Certified copy of transcript of records,
- f.) Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability,
- g.) Certificates of specialized training, if any
- h.) Certified copy of the Voter's ID and or any proof of residency as deemed acceptable by the Screening Committee,
- i.) NBI Clearance
- j.) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

For the Senior High School teacher-applicants the following pertinent documents are to be submitted in a green long expanded folder:

	Applicants for Permanent Positions	Applicants for Part-Time Positions
Mandatory Requirements	a.) Letter of intent which shall indicate the following information: <ul style="list-style-type: none"> • Statement of purpose/expression of interest • Subject group he/she intends to teach • Preferred school/s, if any b.) CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture c.) Certified photocopy of certificates of relevant	

	specialized trainings, if any d.) Certified copy of Voter's ID and/or any proof of residency e.) NBI Clearance f.) Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.	
Additional Requirements	Applicants for Permanent Positions	Applicants for Part-Time Positions
	<ul style="list-style-type: none"> • Certified photocopy of Diploma on Bachelor's degree • Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject • Certified photocopy of PRC ID card or certificate of registration/license • Certified photocopy of ratings obtained in the LET/PBET 	<ul style="list-style-type: none"> • Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit
Additional Requirements for TVL teacher-applicants	<ul style="list-style-type: none"> • TESDA National Certificate of at least one level higher than course to be taught in subject to be taught or same level if there is no NC level higher. Exceptions are given to applicants for courses with no NCs (e.g. Handicraft courses) • Certified photocopy of Trainers Methodology Certificate (TMC), if available 	
Additional Requirements for Arts and Design and Sports teacher-applicants	<ul style="list-style-type: none"> • Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild 	
Additional Requirements for HEI/TVI faculty applicants	<ul style="list-style-type: none"> • Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI 	

Immediate and wide dissemination of this Memorandum to all concern is desired.

Dee D. Silva
DEE D. SILVA, DPA, CESO V
 Schools Division Superintendent

