



DIVISION OF CITY SCH. OLS
Angeles City

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February 18, 2013

Division Memorandum
No. 18, s. 2013

**ADDITIONAL GUIDELINES ON THE COMPUTATION OF THE GENERAL
WEIGHTED AVERAGE (GWA) OF TEACHER - APPLICANTS**

TO: Education and District Supervisors
Heads of Public Elementary and Secondary Schools
Administrator, ACNTS
Presidents of PESPA, ACPUSTA, NOPTI & FED PTCA

1. Based on the issues, concerns, and recommendations on the Hiring of teacher-applicants specifically on the Computation of the General Weighted Average (GWA) for the applicants' scholastic records raised by the Management Committee during the MANCOM Meeting on February 13, 2013, the following additional Guidelines on the Computation of the General Weighted Average (GWA) are hereby crafted.
2. The additional guidelines are as follows:
 - A. As much as possible, teacher-applicants must obtain from and request for an official computation of the General Weighted Average from the university or college where he/she graduated;
 - B. If the applicant has already exhausted all efforts in getting an official computation of the GWA, but failed, he/she must solve his/her own GWA. He / She must attach the solution on the computation of GWA to the Official Transcript of Records;
 - C. The school level committee must seek the assistance of its best Mathematics Teacher in checking the computation and solution of the teacher-applicant;
 - D. The Division level committee must re-check the computation; and
 - E. During the Division Level Committee Screening, the chair of the school level committee is invited as an observer.
3. Wide dissemination of the contents of this Memorandum is earnestly desired.

LUZ C. ARRIOLA
Schools Division Superintendent
Officer-in-Charge