



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Pulungbulu, Angeles City
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May 22, 2013

MEMORANDUM

TO : ALL PSDS, ELEMENTARY SCHOOL PRINCIPALS AND SCHOOL HEADS

FROM : OIC- SCHOOLS DIVISION SUPERINTENDENT

SUBJECT : Recruitment of Qualified Teacher Applicants for Elementary Level 3rd Batch for SY 2013-2014

To augment our needs for elementary school teachers for SY 2013-2014, we are pleased to announce that the 3rd batch of recruitment for the qualified teacher applicants is now ongoing. Interested teacher applicants may apply to the Elementary Schools nearest to the applicants residence and submit the following requirements:

1. 2 copies of Personal Data Sheet (Revised 2005 CSC Form 212)
2. Transcript of Records with General Weighted Average
3. Certificate of Eligibility: Licensure Examination for Teachers/ Professional Board Examination for Teachers
4. PRC ID
5. NBI Clearance
6. Certificate of Specialized Trainings (if any)
7. Service Records from previous employers (if any)
8. Performance Ratings
9. School Clearances (for those with teaching experiences)
10. Certified copy of Voter's ID
11. Omnibus certification of authenticity and veracity of all documents submitted
12. 2 x 2 pictures

If any of these documents are not submitted, the School Selection Committee may refuse acceptance of the application.

The applicants should submit the original documents to the school principal together with the photocopied documents not later than June 7, 2013.

Screening and evaluation of pertinent documents, interview and demonstration teaching is on June 10-14, 2013.

English Proficiency Exam will be on June 13, 2013.

Submission to the Division of the results of District Ranking will be on June 14, 2013.

For strict compliance.




LUZ C. ARRIOLA
OIC-Schools Division Superintendent