

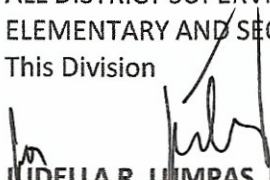


DIVISION MEMORANDUM

No. 017 S. 2020

DATE: January 17, 2020

TO: ALL DISTRICT SUPERVISORS,
ELEMENTARY AND SECONDARY SCHOOL HEADS
This Division

FROM: 
JUDELLA R. LUMPAS, Ed.D., CESO VI
OIC Schools Division Superintendent

SUBJECT: REQUIREMENT/ DOCUMENT TO SUBMIT IN APPLYING FOR TEACHING POSITION.

This is to inform the field that Starting January 20 to February 20, 2020, DepEd Biliran will be accepting applications from Teacher 1 applicants for Elementary, Secondary and Senior High School Levels for school year 2020-2021 vacancies. Thus, applicants are advised to submit pertinent documents to the Elementary or Secondary School in their locality. The School Selection Committees will have to follow the following procedure, to wit;

1. Receive all applications of teacher applicants.
2. Verify all documents as to completeness and authenticity.
 - CSC Form 212 (Revised 2017) in two copies with the latest 2"x2" ID picture
 - Certified photocopy of PRC Certificate of Registration/License
 - Certified photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers
 - Certified copies of transcript of records for baccalaureate course with GWA Certification
 - Certified copies of service record, performance rating and school clearance for those with teaching experience
 - Certificates of specialized training, if any
 - Certified copy of the Voter's ID
 - NBI Clearance
 - Omnibus certification of authenticity and veracity of all documents submitted

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

3. This screening and selection for teachers shall be open to all who are qualified, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
4. All application letters shall be addressed to the Schools Division Superintendent and submitted to the DIVISION SELECTION COMMITTEE for verification and initial evaluation.
5. Applications will be received until the last day and hour of the above mentioned deadline. Late submission of applications will not be included. School Selection Committee will issue a certification to the applicant that they have received the application enumerating the documents that was submitted in support of the application. Documents Submitted late will not be included.
6. For guidance and compliance.

RELEASE