



Republic of the Philippines  
**Department of Education**  
Region III  
**Schools Division of Angeles City**



February 10, 2020

**DIVISION MEMORANDUM**



No. 63s. 2020

**CALL FOR VOLUNTEERS TO SERVE IN THE LICENSURE EXAMINATION FOR TEACHERS**

To: Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel

Attached hereto are Regional Memorandum dated February 3, 2020 and a letter by Mr. Paul H. Aban, Regional Coordinator Professional Regulation Commission Region III, calling for volunteers who will serve in the 2020 Licensure Examination for Teachers (LET) to be held on March 29, 2020.

For your information.

  
**MA. IRELYN P. TAMAYO PhD, CESE**  
Schools Division Superintendent   
Officer-In-Charge  
Asst. Schools Division Superintendent

CN 2020-115



**Address:** Jesus Street, Pulungbulu, Angeles City  
**Telephone No.** (045) 322-4101  
**Email Address:** angeles.city@deped.gov.ph





44

Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

**MEMORANDUM**

**TO :** Schools Division Superintendent  
Division of Pampanga  
OIC-Schools Division Superintendent  
Division of City of San Fernando  
OIC-Schools Division Superintendent  
Division of Angeles City

**FROM :** The Directorate


**SUBJECT :** Required personnel who will serve in the 2020 Licensure Examination for Teachers (LET)

**DATE :** February 3, 2020

FEB 06 2020

Please see attached letter from Mr. Paul H. Aban, PRC Regional Coordinator, dated January 29, 2020, regarding the needed personnel in the conduct of 2020 Licensure Examination for Teachers (LET) to be held on March 29, 2020.

For information.

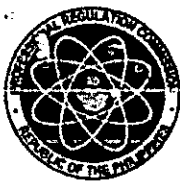
  
**NICOLAS T. CAPULONG, PhD, CESO V**  
Director III  
Officer-in-Charge  
Office of the Regional Director

ao2/perjo6



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89; Email Address: region3@deped.gov.ph

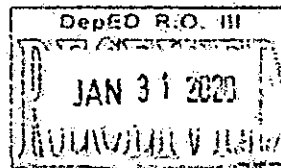




Republic of the Philippines  
Professional Regulation Commission  
Region 3 Office  
prc.region3@gmail.com

29 January 2020

**JULIUS CAESAR V. SICAT**  
Chairperson, DMGC Management Committee  
DOST III Regional Director



Eva,  
pls. disseminate to  
all agencies w/in  
DMGC. Thx.

Dear Director Sicat:

The Professional Regulation Commission (PRC) Region III Office and the Board for Professional Teachers (BFPT) will conduct its third Licensure Examination for Professional Teachers (LEPT) on Sunday, March 29, 2020, in the Province of Pampanga to an estimated 5,000 number of examinees to various schools in the City of San Fernando, Pampanga.

We are currently recruiting volunteers to serve as examination personnel for the said examination and other licensure examinations to be conducted in the region. As a partner in public service, we humbly ask assistance in disseminating this information to all agencies within the Diosdado Macapagal Government Center. We welcome government employees, teachers, licensed professionals and others qualified to serve.

All deployed examination personnel shall be paid a fixed honorarium and if a registered professional, will also earn CPD units (required for renewal of PRC license) as added benefit for services rendered.

The required Examination Personnel and their qualifications are as follows:

EXAM PERSONNEL	BASIC REQUIREMENTS	MAIN FUNCTION
Proctor / Room Watcher (500 needed)	<ul style="list-style-type: none"><li>- At least college graduate</li><li>- In no way connected with any review center</li><li>- Not related to any examinee up to third degree of consanguinity or affinity</li></ul>	Administration of the exam in the assigned room
Supply Officer (approximately 15)		Supervise the pickup, delivery and return of examination and test materials
Supply Aide (approximately 30)	<ul style="list-style-type: none"><li>- At least an Elementary graduate</li><li>- Physically fit</li></ul>	Assist the examination supervisors in performing their functions (often involves hauling, delivery-runs and other simple tasks)

*Priority given to Teachers, Government Employees and other Registered Professionals*

DOST RO3  
**RECEIVED**

DATE: JAN 29, 2020  
BY: [Signature] 2/13

Interested applicants may submit their accomplished Personal Data Sheet form for Proctors (see attached copy) at our Regional Office (beside Pampanga Capitol) or email a scanned copy at [prc.region3@gmail.com](mailto:prc.region3@gmail.com) along with ID picture, transcript of records/diploma or PRC card (for registered professionals) on or before **February 24, 2020**. Prior to deployment all volunteers must undergo orientation which will be scheduled in batches this February and March 2020.

Thank you in advance for your support and cooperation to this undertaking.

Very truly yours,



**PAUL H. ABAN**  
Regional Coordinator

0943-230-3090 (Sun)  
0985-995-1969 (Globe)



Republic of the Philippines  
Professional Regulation Commission  
Manila

2x2 PICTURE

**PERSONAL DATA SHEET**  
(For Room Watcher / Proctor)

**WARNING:** All statements are subject to verification and any false statement or misinterpretation made in this application is a ground for disqualification and criminal prosecution for falsification.

<b>SURNAME</b>		<b>GIVEN NAME</b>		<b>MIDDLE NAME</b>
<b>RESIDENTIAL &amp; POSTAL ADDRESS</b>				<b>TEL / C.P. NO.</b>
<b>SEX</b>	<b>CIVIL STATUS</b>	<b>DATE OF BIRTH</b> (MONTH/DATE/YEAR)	<b>PLACE OF BIRTH</b>	
<b>SPOUSE NAME</b>		<b>FATHERS NAME</b>		<b>MOTHERS NAME</b>

HAVE YOU EVER BEEN CONVICTED IN A FINAL JUDGEMENT BY ANY COURT, MILITARY TRIBUNAL OR ADMINISTRATIVE BODY?  
☐ YES ☐ NO (IF YES, ATTACHED HERETO A COPY OF THE DECISION)

**IF EMPLOYED:**

Office: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel. / C.P. No.: \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_

**IF NOT EMPLOYED:**

Name of person who referred you to PRC: \_\_\_\_\_  
Office & Tel./C.P. No.: \_\_\_\_\_

**EDUCATIONAL QUALIFICATIONS:**

Highest Educational Attainment: \_\_\_\_\_  
Course Completed: \_\_\_\_\_  
School Graduated: \_\_\_\_\_  
Year Graduated: \_\_\_\_\_  
(Submit copy of Diploma and Transcript of Records)

**LICENSURE EXAMINATION PASSED /  
CSC ELIGIBILITIES**

Profession: \_\_\_\_\_  
License Number: \_\_\_\_\_ Date: \_\_\_\_\_  
Eligibilities: \_\_\_\_\_

**COMMUNICATION SKILLS / EXPERIENCE:**

1) Have you had an experience / exposure on how and what are the duties and responsibilities of a Room Watcher / Proctor?  
☐ YES ☐ NO Give details/facts: \_\_\_\_\_

2) Have you had an experience / exposure on public speaking or giving instruction to a group of people?  
☐ YES ☐ NO Give details/facts: \_\_\_\_\_

**OTHER INFORMATION / DATA REQUIRED:**

- Are you or any of your relatives, connected with a REVIEW CENTER?  
State name & address of the Review Center: \_\_\_\_\_
- Are you related to any PRC employees (present, separated or retired)? ☐ YES ☐ NO  
State Name: \_\_\_\_\_
- Are you ready to accept all the responsibilities and willing to be held liable for any anomaly or untoward incident that would happen in your area of responsibility? ☐ YES ☐ NO

I HEREBY CERTIFY that the information and/or statements in this application including the exhibits submitted in support thereof are all true and correct of my own knowledge, and that I am fully aware that any false information or statement in this application or in its attachments shall render me liable for criminal prosecution and/or administrative sanction.

\_\_\_\_\_  
Date Accomplished

\_\_\_\_\_  
Signature of Applicant