Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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May 31, 2013

MEMORANDUM

TO : **ALL SECONDARY SCHOOL PRINCIPALS AND SCHOOL HEADS**

FROM : **OIC-SCHOOLS DIVISION SUPERINTENDENT**

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

To augment our needs for secondary 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. Please invite interested teacher applicants to apply to the secondary school principals 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 or Certification from COMELEC
11. Omnibus Certification of authenticity and veracity of all documents submitted
12. 2x2 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 or school head together with the photocopied documents not later than June 10, 2013.

Screening and evaluation of pertinent documents, interview and demonstration teaching is on June 11-14, 2013.

English Proficiency Exam will be on June 15, 2013 (Saturday) at Angeles Elementary School SPED Bldg.

Submission to the Division Office of the results of Secondary Ranking Committee will be on June 18, 2013.

For strict compliance.

LUZ C. ARRIOLA
OIC-Schools Division Superintendent

AO II/5/31/13