



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Arch. Gabriel M. Reyes St., Kalibo, Aklan



January 15, 2019

**DIVISION MEMORANDUM**

No. 12, s. 2019

**ADDENDUM TO DIVISION MEMORANDUM NO. 13, S. 2019, "RECRUITMENT PROCEDURES FOR SENIOR HIGH SCHOOL (SHS) TEACHERS FOR SCHOOL YEAR 2019-2020"**

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads Concerned  
All Others Concerned

1. Please find enclosed Table of Contents of Documents which should be accomplished and placed by the Senior High School teacher applicant in his/her folders.
2. Immediate and widest dissemination of this memorandum is enjoined.

  
**Dr. SALVADOR O. OCHAVO, JR., CESO VI**  
Schools Division Superintendent

Enclosure: As stated  
Reference: Division Memorandum No. 13, s. 2019  
To be indicated in the Perpetual Index  
under the following subjects:

**APPOINTMENT, EMPLOYMENT, TEACHERS**

*"May katawhayan ag kalipayan sa among mga escuelahan."*

**TABLE OF CONTENTS OF DOCUMENTS IN THE FOLDER  
OF SENIOR HIGH SCHOOL TEACHER APPLICANTS  
(To be placed in the first page of the folder)**

Name of Applicant: (Last) \_\_\_\_\_, (First) \_\_\_\_\_, (Middle) \_\_\_\_\_  
 School where application was submitted: \_\_\_\_\_ District: \_\_\_\_\_  
 If already a DepED employee, current position (encircle) 

T1	T2	T3
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 Others (specify) \_\_\_\_\_  
 If not yet in DepED, name of current employer if employed \_\_\_\_\_; Position: \_\_\_\_\_ Unemployed \_\_\_\_\_  
 LET Rating \_\_\_\_\_

Subject Group: Please encircle **ONLY 1**

IA ENGLISH	IB FILIPINO	IC SOC. STUD.	ID MEDIA/ ICT (ACADEMI C)	II ABM	IIIA MATH	IIIB PHYSICAL SCIENCE	IIIC BIOLOG ICAL SCIENC E	IV-A AGRI- FISH	IV-B IND. ARTS	IV-C ICT (TVL)	IV-D H.E	V- SPORTS	VI-ARTS AND DESIGN
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**Notes: 1. The applicant should submit a separate folder for every Subject Group wherein he/she intends to be ranked.**

**2. All applicable documents should be duly certified by the authorized personnel (School Head/PSDS, etc.).**

Document		Tab Letter	(For use by the School Screening Committee, please check if present)
<b>Letter of intent which shall indicate the following information:</b> a. Statement of purpose/expression of interest b. Subject group he/she intends to teach c. Preferred school(s), if any		<b>A</b>	
• CSC Form 212, Revised 2017 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture		<b>B</b>	
• Certified photocopy of certificates of relevant specialized trainings <b>3 or more days per training</b> , if any ( <b>Please include only those which are related to your specialization; list them down below</b> )		<b>C</b>	
(Write titles of training below)	No. of Days		
		<b>C1</b>	
		<b>C2</b>	
		<b>C3</b>	
		<b>C4</b>	
		<b>C5</b>	
		<b>C6</b>	
		<b>C7</b>	
		<b>C8</b>	
		<b>C9</b>	
• Certified copy of Voter's ID and/or any proof of residency		<b>D</b>	
• National Bureau of Investigation (NBI) clearance		<b>E</b>	
• Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant		<b>F</b>	
• Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET)		<b>G</b>	

Document	Tab Letter	(For use by the School Screening Committee, please check if present)
• Certified photocopy of Transcript of Record (TOR) and Diploma on <b>Bachelor's degree</b>	<b>H</b>	
• Certified photocopy of <b>Master's Degree</b> course Transcript of Records with at least 6 units of specialization in <b>relevant strand/specialized subject</b>	<b>I</b>	
• Certified photocopy of <b>Doctoral Degree</b> course Transcript of Records with at least 6 units of specialization in <b>relevant strand/specialized subject</b>	<b>J</b>	
• <b>Authenticated PRC License (per CSC ORA-OHRA)</b>	<b>K</b>	
<b>For applicants for part-time positions:</b> Written approval from his/her head of unit if he/she is currently employed by the national government unit.	<b>L</b>	
<b>For TVL applicants</b> Certified copy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught	<b>M</b>	
<b>For TVL applicants</b> Certified copy of Trainer's Methodology Certificate/s, if any	<b>N</b>	
<b>For Arts and Design applicants</b> Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild, if any	<b>O</b>	
<b>For HEI/TVI faculty:</b> Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI	<b>P</b>	
<b>For Academic personnel applicants from HEIs:</b>  Certificate of Service Rendered and of Good Standing from his or her previous employer with the information listed below, if available. a. Employee's name b. Job title c. Duration of services rendered by the <u>applicant employee</u>	<b>Q</b>	
<b>Portfolio / Outstanding Achievements</b>	<b>R</b>	
Published work	<b>R1</b>	
Recognized Innovations and Accomplishments in Research and Development	<b>R2</b>	
Prizes, Awards, Recognitions, Letters of Commendation for • theses or major academic papers • exemplary performance • work and/or academic projects	<b>R3</b>	

Document	Tab Letter	(For use by the School Screening Committee, please check if present)
For Government-issued business permit(s), if self-employed	S	
Government-issued business permit(s), if self employed	S1	
Certificate(s) or proof of proficiency issued by a duly-recognized body, including guilds and sports organizations	S2	
Certificate(s) of recognition from a duly-recognized body including guilds and sports organization	S3	
Certificate(s) of accreditation from a Duly-recognized body including guilds and sports organization	S4	
Certific photocopy of English Proficiency Test Score (for those who opt not to take the 2019 EPT) Indicating the year the test was taken	T	