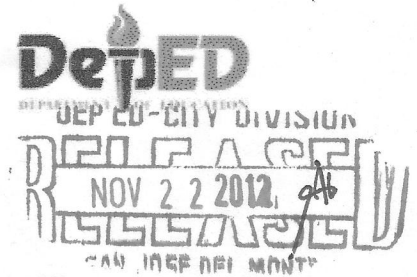




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
(044) 691-5830 / 691-6863
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November 19, 2012

DIVISION MEMORANDUM

No. 218 s. 2012

To: All Education Program Supervisors
All Public Schools District Supervisors
All Division Unit Heads
All Secondary School Principals/OICs
All Elementary School Principals/OICs
All Teaching and Non-Teaching Personnel and Teacher Applicants

SPECIAL REGISTRY OF QUALIFIED TEACHER APPLICANTS FOR SCHOOL YEAR 2012-2013

1. In compliance to Unnumbered Regional Memorandum dated September 28, 2012, the City Schools Division, City of San Jose Del Monte, will conduct a simultaneous assessment and screening of both Elementary and Secondary School Teacher Applicants on the following dates and venues:

- a. Demonstration Teaching will be on November 26-27, 2012, 8:00 AM to 5:00 PM
Venue: San Jose Del Monte Elementary School (for West District Applicants)
Bagong Buhay E Elementary (for East District Applicants)
San Jose Del Monte National High School (for High School Applicants)
- b. Interview will be on December 3-4, 2012, 8:00 AM to 5:00 PM
Venue: San Jose Del Monte West District (for Elementary Applicants)
Division Library Hub (for High School Applicants)
- c. English Proficiency Exam will be on November 30, 2012, at exactly 8:00 AM
Venue: San Jose Del Monte Elementary School

2. Applications of new LET passers who took the exam last September 30, 2012 will be accepted until November 27, 2012 provided they bring with them during the demonstration teaching the list showing their names as passers. A written application with supporting documents, list attached herewith, should be submitted by teacher applicants.

3. Deadline for submission of rank list of qualified applicants with the corresponding documents to the Division Selection Committee is on December 7, 2012.

4. Teacher Applicants who were not yet deployed but are included in the Registry of Qualified Applicants (RQA) for SY 2012-2013 last June 2012 are not covered by this memorandum.

5. Immediate and wide dissemination of this memorandum to all concerned is enjoined.


DR. AMANCIO S. VILLAMEJOR JR., CESO IV
Schools Division Superintendent

RECRUITMENT PROCEDURE FOR TEACHER I APPLICANTS

An applicant shall submit to the head of the elementary or secondary school a written application supported by the following documents:

- CSC Form 212 (Revised 2005) in two copies with the latest 2"x2" I.D. picture
- Certified photocopy of PRC Certificate or 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
- Copies of Service Record, Performance Rating and School Clearance for those with teaching experience
- Certificates of specialized training, if any
- Certified copy of Voter's I.D.
- N.B.I. Clearance
- Omnibus certification of authenticity and veracity of all documents submitted