


- a. Application Letter addressed to the Schools Division Superintendent (SDS) , Attention: School Head
 - b. Duly Accomplished Applicant's Individual Sheet (Annex A – Part A only)
 - c. Omnibus Certification of Authenticity and Veracity
 - d. CSC Form 212 (Revised 2017) completely filled-up with latest passport size ID picture
 - e. Certified photocopy of PRC Identification Card
 - f. Certified photocopy of ratings obtained in the Licensure Examination for Teachers/ Professional Board for Teachers
 - g. Certified copies of transcript of records for
 - Baccalaureate Course
 - if any:
 - eighteen (18) Professional Units in Education
 - Master's / Doctorate Degree
 - h. Certificate of General Weighted Average (GWA) for Baccalaureate Course
 - i. Copies of service record, performance rating and school clearance for those with teaching experience
 - j. Certificates of specialized training after the baccalaureate course
 - k. National Certificate issued by TESDA, if any
 - l. Certified copy of the Voter' ID and/or any proof of residency as deemed acceptable by the School Screening Committee
 - m. NBI Clearance
4. In case any of the above-required documents is lacking, the School Screening Committee shall not accept the application.
 5. As stated under Section 4.4 of DepEd Order No. 22, s. 2015, " *teachers who have not practiced their professions for the past five (5) years shall be required to take at least twelve (12) units of education courses, consisting of at least six (6) units of context courses*".
 6. All folders and documents submitted by teacher-applicant shall be considered as records of the Division and shall no longer be returned to the applicant.
 7. Only those who obtained a total score of seventy (70) points and above will be included in the Registry of Qualified Applicants (RQA) for Kindergarten and Elementary School.
 8. The RQA shall be valid only for a period of one (1) School Year.
 9. Immediate dissemination of and compliance with this Memorandum is enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent