



Republic of the Philippines
Department of Education
National Capital Region

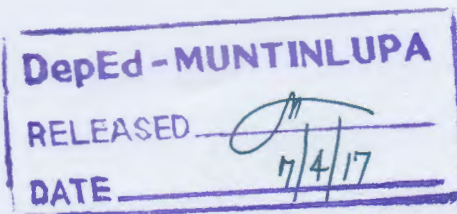
SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

June 29, 2017

DIVISION MEMORANDUM

No. 097, s. 2017

To: OIC – Asst. Schools Division Superintendent
Division Supervisor /District Supervisors/Coordinators
High School Principals/Officers-In-Charge
All Interested Qualified Applicants



ASSESSMENT OF DOCUMENTS OF SENIOR HIGH SCHOOL TEACHER APPLICANTS WITH SPECIALIZATION IN FILIPINO

1. This Office announces the conduct of assessment of documents of Senior High School Teacher applicants with specialization in Filipino for the SY 2017-2018.
2. Interested applicants must submit their requirements arranged according to Part IV of D.O. No.3, s. 2016 Inclosures. Particular attention is invited to Part V. Documentary Requirements stipulated in DepEd Order No. 3, s. 2016, should be submitted to the Office of the Administrative Officer IV, **DR. MARIA CORAZON C. PALOMIQUE**, on or before **July 13, 2017**. No documents will be accepted after the prescribed period of submission. As such, failure to submit listed below on due date means a waiver of one's rights to be included in the ranking.
 - a. Letter of Application addressed to the Schools Division Superintendent
 - b. Duly accomplished updated Personal Data Sheet (CSD Form 212)
 - c. Transcript of Records (Baccalaureate and graduate studies)
 - d. Updated Service Record
 - e. Performance Rating (for the last three consecutive years)
 - f. Certificate / Proofs of Outstanding Accomplishments
 - g. Certificate of Related Specialized Trainings
 - h. Certified Photocopy of PRC ID / License & Certificate of Good Standing

Note: Bring original documents for the validation of photocopies. Applicants who failed to meet the Entry Requirements need not apply.

3. Immediate and wide dissemination of this Memorandum is earnestly desired.

MAURO C. DE GULAN, Ed. D.
OIC-Schools Division Superintendent 

