



Republic of the Philippines
Department of Education
Region IV-A CALABARZON



UNNUMBERED MEMORANDUM

TO: Concerned Senior High Schools School Heads, OICs and TICs

SUBJECT: Submission of Recommendation and Pertinent Documents for SHS Teaching-Applicants

DATE: September 29, 2016

In connection with the remaining Senior High School Teaching Positions, School Heads of Senior High Schools with remaining teaching item are advised to submit recommendation and supporting documents of qualified applicants from the RQA Batch 2 for appointment on or before **October 7, 2016**.

Attached herewith is the list of School with Senior High School Teaching item allocation.

Immediate and widest dissemination of this Memorandum is earnestly desired.

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

DEPED QUEZON ICT
UPLOADED BY: Gian
DATE: 10-30-16 TIME: 10:15
REFERENCE NO: Um 194-16

Bawat bata kinakalinga!



Appointment documents are as follows:

Original/New Appointment:

	No. of copies
Document Stamp (for the Oath)	1 pc
CS Form 212 (properly filled-up) w/ 4 pcs. passport size picture	3 copies
PRC License ID (not expired or expiring within 3 mos) Ceritfed and Verified by the PRC	3 copies
PRC Certificate of Good Standing (with seal and original receipt)	3 copies
Photocopy (clear) of NSO Marriage Certificate (for married women only)	2 copies
Photocopy (clear) of NSO Birth Certificate	2 copies
Transcript of Record (Verified & Certified by the issuing institution)	2 copies (1 photocopy)
National Certificate (NC II, III, etc) and Trainer's Methodology (TM) (Verified & Certified by TESDA)	2 copies (1 photocopy)
CSC 211/Medical Certificate	1 copy
* Urinalysis (Original copy)	1 copy
* Hematology w/ blood typing (original copy)	1 copy
* Chest X-ray Result (original copy)	1 copy
* Drug Test (Original copy)	1 copy
NBI Clearance (Original Copy)	1 copy
Statement of Assets and Liabilities	2 copies
BIR 1902 or 2305	2 copies
Recommendation Letter	2 copies

For Promotion:

	No. of copies
Recommendation Letter	2 copies
CS Form 212 (properly filled-up) w/ 4 pcs. passport size picture	3 copies
PRC License ID (not expired or expiring within 3 mos)	3 copies
Updated Service Record	2 copies
Latest Appointment (photocopy)	2 copies
Performance Rating for the last 3 rating periods-duly signed (1 st & 2 nd Sem PAST SY 2014-2015 & IPCR SY 2015-2016)	2 copies
Transcript of Record (Verified & Certified by the issuing institution)	2 copies (1 photocopy)