



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

October 2, 2024

DIVISION MEMORANDUM

No. 30 s. 2024

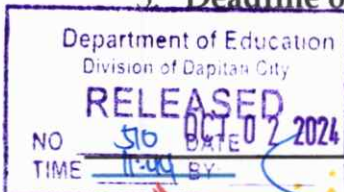
CALL FOR SUBMISSION OF DOCUMENTS FOR TEACHER-IN-CHARGE APPLICANTS

TO: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Public Schools District Supervisors/PICD
 Public Elementary and Secondary School Heads
 This Division

- In compliance with Division Memorandum 462, s. 2024, (Immediate Submission of Comparative Assessment Results to the Superintendent to comply the Catch-Up Plan in Filling Up of Vacancies), all interested applicants for **Teacher-in Charge** may submit their application folders to the Records Section, this division.
- Below are the required documents for submission.

	Basic Documentary Requirements	No. of Copies
A.	Letter of intent addressed to the Head of Office	1 copy
B.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable	1 copy
C.	Photocopy of valid and updated PRC License/ID, if applicable	1 copy
D.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable.	1 copy
E.	Photocopy of Certificate/s of Training, if applicable	1 copy
F.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable	1 copy
G.	Photocopy of latest appointment, if applicable	1 copy
H.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable	1 copy
I.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form)	1 copy

3. **Deadline of Submission will be on October 11, 2024 at 5:00 pm.**



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

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dapitancity@deped.gov.ph

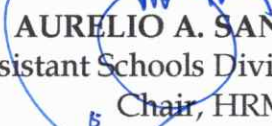
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4. This office espouses Equal Employment Opportunity Principle to all interested applicants regardless of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.


AURELIO A. SANTISAS, CESE
OIC - Assistant Schools Division Superintendent
& Chair, HRMPSB

