

according to the guidelines mao ni ang gipangayo for teacher 1 applicant.

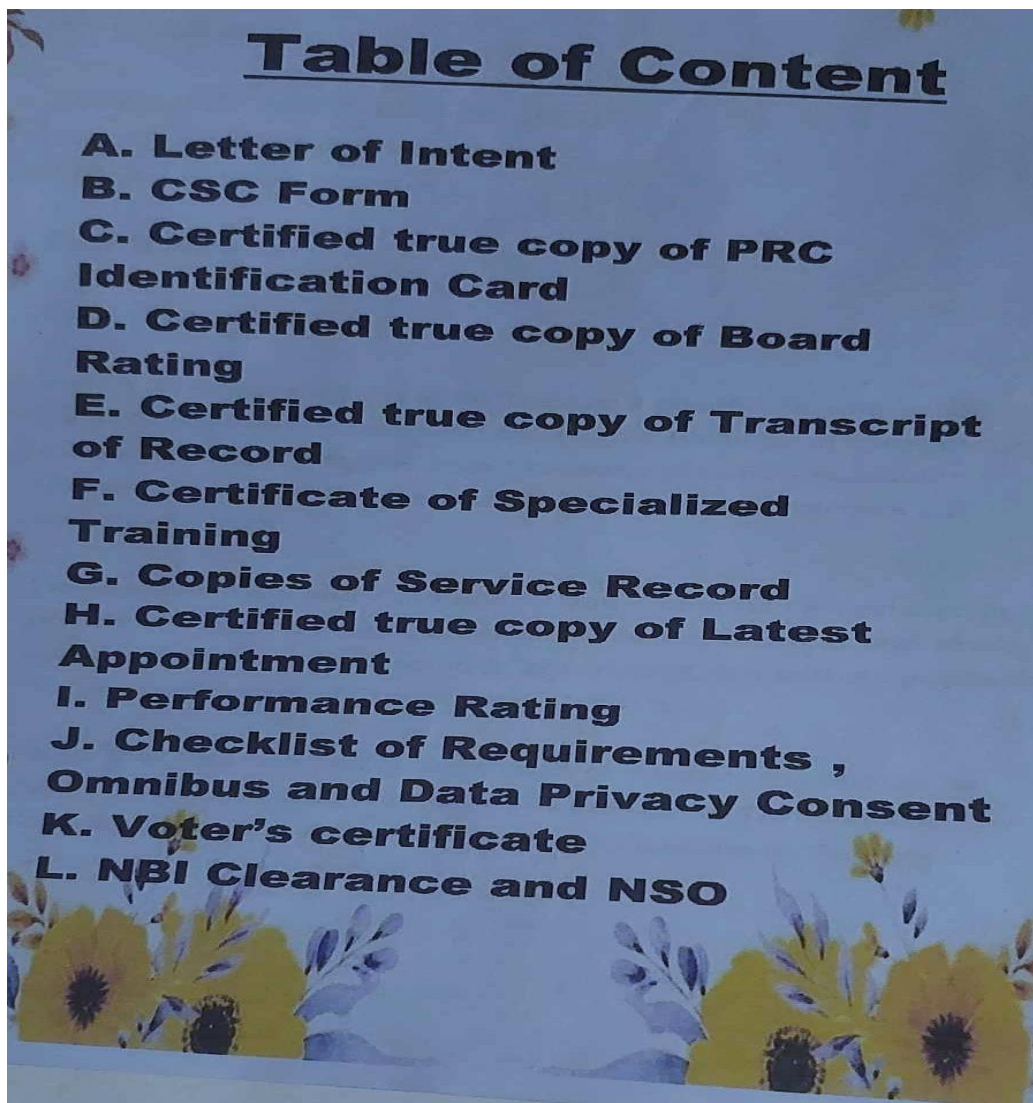
4. Applicants shall submit two (2) folders containing all the documents mentioned above, one (1) copy for the district file and one (1) copy for Division HR file with proper tabbing.

so inyong e submit **2 kabuok ctc folder** for ranking eg papas adto kong asa mo mag pa rank, them ang **1 for original folder** meaning **3 kabuok imung e prepare**. para asa ang original folder?? for checking purposes inig orientation na ninyo so dad.on na inig orientation day.

- 3 white long folder with cover page with your name and position
cover page = page 1

change the name then print 3 copies

- mao ni ang e una nga papel ,, paghimo ug table of content



<u>Table of Content</u>	
A.	Letter of Intent
B.	CSC Form
C.	Certified true copy of PRC Identification Card
D.	Certified true copy of Board Rating
E.	Certified true copy of Transcript of Record
F.	Certificate of Specialized Training
G.	Copies of Service Record
H.	Certified true copy of Latest Appointment
I.	Performance Rating
J.	Checklist of Requirements , Omnibus and Data Privacy Consent
K.	Voter's certificate
L.	NBI Clearance and NSO

- a) Letter of intent addressed to the Schools Division Superintendent (name of school applied for must be indicated in the letter)

letter of intent = page 2

make 3 copies then signature over printed name then epa pilit ang paper tab letter A

yellow= change the information to your own personal information

green= change the information if naka substitute naka sa public.

if wala ka substitute please delete the paragraph

if naay masteral nya naa nay grade please e apil diria

light blue = this is the part where you make botbots,, to make the checker give you a good impression XD

- b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet if applicable;

make 3 copies then signature over printed name then epa pilit ang paper tab letter B

PDF FORM

sa last page ani adto mog abogado pa perma adto bakas PAO nga libre or sto, Nino dapit nga tag 50 kada perma

- c) Certified true copy of valid and updated PRC ID/License, if applicable;

adto kag prc sa subangdaku kuhag authentication sa PRC ID with doc stamp,,, 3 copies

epa pilit ang paper tab letter C

- d) Certified true copy of eligibility/**board rating**, if applicable;

adto kag prc sa subangdaku kuhag certification of rating kadtung percentage pila imong passing with doc stamp,,, 3 copies then epa pilit ang paper tab letter D

- e) Certified true copy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate or post-graduate units/degrees, if available, **TOR must indicate the General Weighted Average (GWA) or a separate certification shall be submitted signed by the college or university registrar; GWA of the 18 or 21 units taken by second coursers must be included in the computation in his/her baccalaureate degree (not separated);**

3 copies then epa pilit ang paper tab letter E

1) TOR = 2 COPIES OF CTC AND 1 ORIGINAL

2) GWA = 2 COPIES OF CTC AND 1 ORIGINAL

3) DIPLOMA = 2 COPIES OF CTC AND 1 ORIGINAL

4) MASTERAL TOR = 2 COPIES OF CTC AND 1 ORIGINAL

5) GWA SA MASTERAL = 2 COPIES OF CTC AND 1 ORIGINAL

Where ka pa CTC?? kung asa ka ni graduate ug nikuha ug masteral adto pud ka pa ctc

- f) Certified true copies of certificates of **relevant** training (relevant to the subject or specialization applied for, if applicable, taken/attended in the **last five (5) years reckoned from the date/deadline of submission, including NC 1-3 or TMC 1 or 2 for TVL applicants in junior/senior high schools;**

3 copies then epa pilit ang paper tab letter F

within five years ra ilang dawaton nga trainings so (2019-2024) maoy ilang dawaton

trainings : NC2 2 copies ctc and 1 original

other relevant trainings: certificates imung nadawat : 2 copies ctc and 1 original

Where ka pa CTC?? ug asa ka nagkuha ug nakadawat adto ka pa CTC

* if wala naka kahibaw ug asa na ang moperma sa imung ipa CTC adto ka sa principal nga imung pasahan ug folder pa ctc nya,,,, unya hangyo nga sya nalang ang mo perma XD

- g) Certified true copies of Certificate of Employment, Contract of Service, or duly /signed Service Record, whichever is/are applicable;

3 copies then epa pilit ang paper tab letter G

asa magpa ctc ug mag kuha sa SNS your beshy XD

- 1) Certification of employment= 2 COPIES OF CTC AND 1 ORIGINAL
- 2) Contract of service = 2 COPIES OF CTC AND 1 ORIGINAL
- 3) Service record = 2 COPIES OF CTC AND 1 ORIGINAL

sa kadtung nakasuway ug Substitute Teacher sa public mao ni imung e process didto sa division of cebu province sa lahug

1) ipakita ang photocopy sa appointment, assignment order ug assumption to duty sa records section.. then magsuwat ka sa papel imung date of birth ug place of birth then ug makuha na imung service record ipa perma ni sir Jeremy ang service record nya phoyocopy sa gawas then balik ipa ctc nya ang 2 kabuok

- h) Certified true copy of the latest appointment, if applicable;

3 copies then epa pilit ang paper tab letter H

sa kadtung nakasuway ug Substitute Teacher sa public school

- 1) appointment = 2 COPIES OF CTC AND 1 ORIGINAL
- 2) assumption to duty = 2 COPIES OF CTC AND 1 ORIGINAL
- 3) assignment order= 2 COPIES OF CTC AND 1 ORIGINAL

ipa ctc nalang ug apil ni sir Jeremy sa division or ug wala nay time sa principal nalang imung pasahan ug foilder

sa kadtung wala skip the letter H

- i) Certified true copy of the Performance Rating in the last rating period covering one year performance in the current or latest position prior to the deadline of submission, if applicable;

3 copies then epa pilit ang paper tab letter I

sa sns ni makuha ug magpa ctc mo

- 1) PERFORMANCE RATING = 2 COPIES OF CTC AND 1 ORIGINAL

sa kadtung nakasuway ug Substitute Teacher sa public school

pangayo ug performance rating sa imung ge sub nga public school then pa ctc didto nila

- j) 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form, notarized by an authorized official;

3 copies then epa pilit ang paper tab letter J

1st page is omnibus ,, 2nd page affidavit or data privacy old format

omnibus and data privacy = page 3 and 4

1) OMNIBUS (old format) paperman sa abogado = 3 copies original

2) affidavit (old format) paperman sa abogado = 3 copies original

new format of omnibus and data privacy

**print page 100 kanang checklist of requirements = 3 copies original nya
paperman sa brgy. captain sa casili**

[DO_s2023_007.pdf](#)

another format sa data privacy

[DM_s2023_559.pdf](#)

print the page 6 = 3 copies original

- k) COMELEC ID or voter's registration certification issued by the municipal or Comelec/election officer for purposes of determining residency as per RA 8190 (Localization Law); and

3 copies then epa pilit ang paper tab letter K

kuha og brgy, certificate sa casili = 3 copies

voters certificate = 3 copies if na change na ang residency

- 1) Photocopy of NBI clearance and PSA/NSO/Birth and/or Marriage Certificate (for female applicants) must also be submitted.

3 copies then epa pilit ang paper tab letter L

1) NBI CLEARANCE = 2 COPIES OF CTC AND 1 ORIGINAL

2) PSA/NSO = 2 COPIES OF CTC AND 1 ORIGINAL

3) MARRIAGE CERTIFICATE = 2 COPIES OF CTC AND 1 ORIGINAL

for DLP mao ni akong sample sorry sa wrong grammar naa sa link sa website akong gihatag

**mas nindot inyong lesson kay naa sya sa third quarter nya kamo nay pili unsa nga grade level
ug subject basta pag prepare lang**

for trf I don't know ug naa pa ba refer to the pages 125-130

[DO_s2023_007](#)

for rating sheet Ninyo inig demo teaching refer to page 121-124

[DO_s2023_007](#)