

Template and Guide for the Citizen's Charter

13. Processing of Registry of Qualified Applicants

This service involves the facilitating of recruitment, selection, and placement of teacher-applicants in the division.

Office or Division:	Personnel Section
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client
Who may avail:	Teacher with PRC License
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Letter addressed to the Schools Division Superintendent Attention: (School Head)	Aspirant
2. Duly Accomplished Applicant's Individual Sheet (pls. see attached Annex A) part A only	Aspirant
3. Omnibus Certification of authenticity and veracity of all documents submitted signed by the applicant and notarized	Notary Public
4. CSC Form 212 (revised 2017) – Personal Data Sheet with latest passport size ID picture	CSC
5. Copy of PRC ID; and Certified Copy of PRC Certification showing the teacher's name, LET rating, and other information recorded in the PRC Office	PRC
6. Photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)	PRC/CSC
7. Certified photocopy of Transcript of Records	Emanating School
8. Certification from the School of General Weighed Average (GWA), if none, the applicant must present a computation GWA.	Emanating School

9. Copies of Service Records or Certificate of Employment with Inclusive Dates, Performance Rating and School Clearance for those with teaching experience.		Aspirant		
10. Certificates of Seminars/Trainings attended after the baccalaureate degree with inclusive dates if not less than ten (10) days		Aspirant		
11. Certificate of Specialized Training, if any, authentication and veracity of all documents submitted; and National Certificate issued by TESDA		Aspirant		
12. NBI Clearance		NBI		
13. Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee		Aspirant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File the complete application documents at the nearest elementary or secondary school in his/her area of residence	1.2. School Heads should receive complete documents and must issue a certification to each applicant that it has received the application (see attached form Annex A.)	None	1 day	School Head
	Verification and validation of documents of teacher-applicants.	None	1 day	School Screening Committee
	Submission of documents of teacher-applicants to the Records Section	None	1 day	
	Interview and evaluation of documents of teacher-applicants	None	7 days	

	Demonstration of Teaching of teacher-applicants	None	1 day	Division Selection Committee
	Administration of English Proficiency Test	None	1 day	
	Completion and Finalization of Registry of Qualified Applicants	None	7 days	
	Posting of Registry of Qualified Applicants	None	1 day	
	TOTAL:	NONE	20 days	