



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

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DIVISION MEMORANDUM

No. 074, s. 2021

**SCHEDULE OF SELECTION PROCESS FOR TEACHER APPLICANTS  
(ALL LEVELS) SCHOOL YEAR 2021-2022**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Administrative Officer V  
Human Resource Merit Promotion and Selection Board  
All Others concerned

1. This office, through the Division Selection Committee announces the schedule of selection process for teacher applicants (all levels) for School Year 2021-2022.
2. Interested applicants are advised to submit the following documents in the Personnel Office of Deped Division of Biñan City in person or through any courier services on or before April 5, 2021.
  - A. Notarized Omnibus Certification of Authenticity and Veracity of Documents
  - B. Letter of intent addressed to the Schools Division Superintendent
  - C. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture
  - D. Photocopy of PRC professional identification card
  - E. Photocopy of LET rating
  - F. Photocopy of Transcript of Records
  - G. Certificate of General Weighted Average (GWA) issued by the University/College Registrar
  - H. Certificate of employment
  - I. Certificate of specialized trainings
  - J. Certified copy of the Voter's ID and/or any proof of residency
  - K. NBI clearance

**References:** (Deped Order No. 7, s. 2015, Deped Order No. 3, s. 2016, Deped Order No. 9, s. 2016, Deped Order No. 32, s. 2016, Deped Order No. 49, s. 2016, Deped Order No. 50, s. 2017, Deped Order No. 51, s. 2017)

3. Color coded folder is assigned per level of application. Please see attached enclosure for reference.
4. Immediate and widest dissemination of this memorandum is desired.

**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent



Enclosures:

**ELEMENTARY (WHITE)**

	A
	B
<b>PERTINENT DOCUMENTS FOR TEACHER APPLICANT (ELEMENTARY)</b>	C
	D
<b>SUBJECT TO BE DEMONSTRATED</b>	E
	F
	G
<b>JUAN DELA CRUZ</b>	H
<b>0997-1111-111</b>	I

**KINDER/SPET (WHITE)**

	A
	B
<b>PERTINENT DOCUMENTS FOR TEACHER APPLICANT (KINDER/SPET)</b>	C
	D
<b>SUBJECT TO BE DEMONSTRATED</b>	E
	F
	G
<b>JUAN DELA CRUZ</b>	H
<b>0997-1111-111</b>	I

**SECONDARY (YELLOW)**

	A
	B
<b>PERTINENT DOCUMENTS FOR TEACHER APPLICANT (SECONDARY)</b>	C
	D
<b>MAJOR SUBJECT</b>	E
	F
	G
<b>JUAN DELA CRUZ</b>	H
<b>0997-1111-111</b>	I

**SENIOR HIGH - Academic (RED)**

	A
	B
<b>PERTINENT DOCUMENTS FOR TEACHER APPLICANT (SENIOR HIGH SCHOOL)</b>	C
	D
<b>MAJOR SUBJECT</b>	E
	F
	G
<b>JUAN DELA CRUZ</b>	H
<b>0997-1111-111</b>	I

**SENIOR HIGH - SPORTS (BLUE)**

	A
	B
<b>PERTINENT DOCUMENTS FOR TEACHER APPLICANT (SENIOR HIGH SCHOOL)</b>	C
	D
<b>MAPEH</b>	E
	F
	G
<b>JUAN DELA CRUZ</b>	H
<b>0997-1111-111</b>	I

**SENIOR HIGH - TVL (BROWN)**

	A
	B
<b>PERTINENT DOCUMENTS FOR TEACHER APPLICANT (SENIOR HIGH SCHOOL)</b>	C
	D
<b>TECH-VOC SPECIALIZATION</b>	E
	F
	G
<b>JUAN DELA CRUZ</b>	H
<b>0997-1111-111</b>	I





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**CITY SCHOOLS DIVISION OF BIÑAN CITY**

**OMNIBUS CERTIFICATION OF AUTHENTICITY AND VERACITY OF DOCUMENTS**  
 (New Applicants/Teaching and Non-Teaching)

I, \_\_\_\_\_, Filipino, of legal age, with permanent address at \_\_\_\_\_, after being sworn in accordance with law, hereby depose and state that:

1. I am applying for \_\_\_\_\_ position at \_\_\_\_\_, \_\_\_\_\_  
Office/Agency  
 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Address of School Municipality Province

2. I have submitted the following documents:
- a. Letter of intent addressed to the Schools Division Superintendent
  - b. CSC Form 212 (Revised 2017) in two copies with the latest 2x2 ID picture
  - c. Certified photocopy of PRC Professional Identification card or CSC Eligibility Certificate
  - d. Certified photocopy of ratings obtained in the Licensure Examination for Teachers / Professional Board Examination for Teachers / R.A. 1080 / CSC Professional and Sub Professional Examination
  - e. Certified copy of transcript of records and General Weighted Average (Teaching position)
  - f. Copies of service record, performance rating, company clearance if applicable
  - g. Certificates of specialized training, if any
  - h. Certified copy of the Voter's ID and/or any proof of residency
  - i. NBI clearance
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.
4. I understand that any violation will automatically disqualified me from the selection process.
5. By executing this **Omnibus Certification of Authenticity and Veracity of Documents**, I hereby authorize the Department of Education, SDO Biñan City through the Screening Committee, to verify the authenticity of the abovementioned documents.

\_\_\_\_\_  
 Signature over printed name

\_\_\_\_\_  
 Date

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
 Notary Public

