

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Maynila

November 19, 1980

MEC M E M O R A N D U M  
No. 221, s. 1980

RECRUITMENT OF BVNS FACULTY STAFF  
FOR 1981 SUMMER CLASSES

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Schools Superintendents  
Presidents, State Colleges and Universities  
Vocational School Administrators

1. The 1981 Baguio Vacation Normal School (BVNS) Teacher Education Summer Classes will offer undergraduate, graduate and special leadership/seminar courses for teachers and other school officials in all levels at the Teachers Camp, Baguio City, from April 13 to May 23.
2. As a component of the MEC Staff Development Program, the BVNS is envisioned as a cooperative enterprise among the different MEC agencies. Along this context, the bureau and regional directors, and other officials of the Ministry are enjoined to take part in the recruitment of faculty staff for this year's summer operation. Applicants who have efficiently served at the BVNS as well as qualified and competent educators who meet the necessary qualifications called for in the succeeding paragraph may be recommended.
3. The recommendee should have at least a master's degree and preferably should hold a doctoral degree in his field of specialization. He should have taught in his major field for at least five (5) years; possess high leadership potential, should have good mental and physical health. Only in cases where the applicant has a high degree of expertise and when no other recommendee is qualified may any of these requirements be waived.
4. The following are the fields of specialization where the services of faculty staff will be needed: Science, Mathematics, Social Studies, Communication Arts (English or Pilipino), Educational Administration and Supervision, Adult Education, Functional Literacy, Guidance and Counseling,

Educational Media, Pre-Elementary Education, School Health Education, Home Economics, Music and Physical Education and Development Communication.

5. All applications should be accompanied by official Transcript of Records, duly accomplished health certificate (General Form 86) properly indorsed by the city or provincial schools superintendents or heads of office or agency concerned and approved by their respective regional directors whenever necessary. The application form is inclosed with this Memorandum.

6. All recommendations should reach the Office of the Director, National Research and Development Centre for Teacher Education, Ministry of Education and Culture, Manila, not later than January 31, 1981 for screening and final selection of BVNS faculty staff.

7. Teaching at the BVNS is a full time job, hence, instructors assigned should not seek or accept other employment nor pursue studies during the summer term.

8. It is desired that the contents of this Memorandum be given the widest publicity possible.

(SGD.) ONOFRE D. CORPUZ  
Minister of Education and Culture

Incl.: As stated

References:  
MEC Memorandums: Nos. 269 and 287, s. 1979

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS & OFFICES  
Course of Study, COLLEGIATE  
QUALIFICATIONS  
VACATION PLANS

(Inclosure to MEC Memorandum No. 221, s. 1980)

Republic of the Philippines  
Ministry of Education and Culture  
Manila

APPLICATION FOR A TEACHING ASSIGNMENT IN BAGUIO VACATION  
NORMAL SCHOOL FOR THE SUMMER TERM \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_  
(Surname) (Given) (M.I.)

Sex: \_\_\_\_\_ Civil Status: \_\_\_\_\_ Age: \_\_\_\_\_

2. Civil Service Eligibilities:

| <u>Title of Examination</u> | <u>Date Taken</u> | <u>Rating Obtained</u> |
|-----------------------------|-------------------|------------------------|
| _____                       | _____             | _____                  |
| _____                       | _____             | _____                  |
| _____                       | _____             | _____                  |

3. Present Position or Assignment: \_\_\_\_\_

4. Present Station: \_\_\_\_\_  
(School) (District) (City/Town)  
\_\_\_\_\_ (Division) (Region)

5. Performance Rating: \_\_\_\_\_

6. Subjects being taught in college level:

| <u>Undergraduate</u> | <u>Graduate</u> |
|----------------------|-----------------|
| (1) _____            | (1) _____       |
| (2) _____            | (2) _____       |
| (3) _____            | (3) _____       |
| (4) _____            | (4) _____       |
| (5) _____            | (5) _____       |

7. Courses in the undergraduate/graduate curriculum which the applicant believes he/she is most competent to teach (arranged in the order of preference):

| <u>Undergraduate</u> | <u>Graduate</u> |
|----------------------|-----------------|
| (1) _____            | (1) _____       |
| (2) _____            | (2) _____       |
| (3) _____            | (3) _____       |
| (4) _____            | (4) _____       |
| (5) _____            | (5) _____       |

8. Educational Qualifications:

| <u>School, College or University Attended</u> | <u>Diploma or Degree Obtained</u> | <u>Date Obtained</u> | <u>Major Field</u> |
|---|-----------------------------------|----------------------|--------------------|
| _____   | _____                             | _____                | _____              |
| _____   | _____                             | _____                | _____              |

(Attach Official Transcript of Records-Original/Certified True Copy)

9. Average Scholastic Rating

|       |                              |
|-------|------------------------------|
| _____ | BSE or its equivalent degree |
| _____ | MA or its equivalent degree  |
| _____ | Doctorate                    |

10. Special training courses undertaken (SEAMEO, UNESCO, COLOMBO PLAN, ETC.)

| <u>Nature/Title of the Course</u> | <u>Duration (Inclusive Dates)</u> | <u>Nature of Participation</u> |
|-----------------------------------|-----------------------------------|--------------------------------|
| _____                             | _____                             | _____                          |
| _____                             | _____                             | _____                          |

11. Experience (Teaching, supervising or administrative): (You may use the reverse side if necessary.)

| <u>School or College University</u> | <u>Position Held or Subject Taught</u> | <u>Inclusive Dates of Service</u> |
|-------------------------------------|--|-----------------------------------|
| _____                               | _____                                  | _____                             |
| _____                               | _____                                  | _____                             |

12. References: (Give names and positions of at least 3 persons)

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

13. Salary per annum ₱ \_\_\_\_\_

Actual Monthly Salary ₱ \_\_\_\_\_ OCPC Range \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Recommending Approval:

\_\_\_\_\_  
City/Provincial School Superintendent or Head of Institution/  
Bureau/Agency

APPROVED: \_\_\_\_\_  
Regional Director