

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

December 7, 1981

MEC M E M O R A N D U M  
No. 231, s. 1981

RECRUITMENT OF FACULTY STAFF FOR 1982  
BVNS SUMMER OPERATIONS

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

1. The Baguio Vacation Normal School (BVNS) Teacher Education Summer Classes for 1982 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 20 to May 29.

2. As an institution of the MEC Staff Development Program, the BVNS is envisioned to coordinate with the different MEC agencies for their cooperation and support. Along this line, 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 operations on the basis of the qualifications called for in the succeeding paragraph.

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 with performance rating of at least very satisfactory, possess high leadership potential and 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 BVNS faculty staff will be needed: Science, Mathematics, Educational Administration and Supervision, Communication Arts (English or Filipino), Adult Education, Functional Literacy, Guidance and Counselling, Educational Media, Pre-Elementary Education, School Health Education, Home Economics, Development Communication, Music and Physical Education.

5. The application should be accompanied by the Official Transcript of Records, a health certificate (Gen. Form 86) duly accomplished by a government physician and properly indorsed by the city/or provincial schools superintendent or head of office or agency concerned and approved by the applicant's regional director 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, 1982 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 outside studies during the summer term. They should strictly observe regular official hours and adhere to all existing school rules and regulations.

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

(SGD.) ONOFRE D. CORPUZ  
Minister

Incl.:  
As stated

References:  
MEC Memorandums: Nos. 221, s. 1980 and  
7, s. 1981

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

Republic of the Philippines  
Ministry of Education and Culture  
Manila

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

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) _____

(Regional Director)

APPROVED:

Division/Bureau/Agency

8. Educational Qualifications:

<u>School, College or University Attended</u>	<u>Diploma or Degree Obtained</u>	<u>Date Obtained</u>	<u>Major Field</u>
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(Attach Official Transcript of Records-Original/Certified True Copy)

9. Average Scholastic Rating:

	BSP or its equivalent degree
	MA or its equivalent degree
	Doctorate

10. Special training courses undertaken (SPAMEC, UNESCO, COLOMBO PLAN, etc.)

<u>Nature/Title of the Course</u>	<u>Duration (Inclusive Dates)</u>	<u>Nature of Participation</u>
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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>
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12. References: (Give names and positions of at least 3 persons)


13. Salary per annum ₱ \_\_\_\_\_

Actual Monthly Salary ₱ \_\_\_\_\_ CCPC Range \_\_\_\_\_

RECOMMENDING APPROVAL:

\_\_\_\_\_  
(Signature of Applicant)