

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Manila

December 8, 1983

MECS MEMORANDUM  
No. 243 s. 1983

RECRUITMENT OF FACULTY STAFF FOR 1984  
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 1984 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 16 to May 26, 1984.
2. As an institution for staff development, the BVNS is envisioned to coordinate with the different MECS 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, possesses 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 Counseling, 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 (General Form 96) 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 (NRDCTE), Ministry of Education, Culture and Sports (MECS), Manila, not later than February 28, 1984, for screening and final selection of BWS faculty staff.

7. Teaching at the BWS 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

Reference:

MECS Memorandum: No. 248, s. 1982

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

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

BUREAU & OFFICES  
Course of Study, COLLEGIATE  
QUALIFICATIONS  
VACATION PLANS



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(Inclosure to MECS Memorandum No. \_\_\_\_\_, 1963)

Republic of the Philippines  
Ministry of Education, Culture and Sports  
Manila

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

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

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

Home Address: \_\_\_\_\_

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: (latest) \_\_\_\_\_

6. Subjects being taught at 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) _____







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 Record-Original/Certified True Copy)

9. Average Scholastic Rating

_____	BS or its equivalent degree
_____	MA or its equivalent degree
_____	Doctorate

10. Special training course undertaken (SERMEO, UNESCO, COLCPEC 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 of College University</u>	<u>Position Held or Subject Taught</u>	<u>Inclusive Dates of Services</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

_____	_____
_____	_____
_____	_____

13. Salary per annum ₱ \_\_\_\_\_

Actual Monthly Salary ₱ \_\_\_\_\_

CCPC Range \_\_\_\_\_

Signature of Applicant

RECOMMENDING APPROVAL:





