June 4, 2012

DIVISION MEMORANDUM
NO. 68 s. 2012

SUBMISSION OF DOCUMENTS FOR SPED AND PRESCHOOL
TEACHER APPLICANTS

TO: Assistant Schools Division Superintendent
    Education Supervisors / Division Coordinators
    Public Schools District Supervisors
    Elementary Schools Heads

1. In view of the Division’s thrust to generate a separate Registry of Qualified Applicants (RQA) for SPED and Preschool Teachers, all applicants are required to submit pertinent documents including
   a. Training Certificates in SPED and Preschool Education
   b. Transcript of Records indicating units earned in SPED and Preschool Education (Bachelors Degree and Masters Degree)

2. Applicants who are already included in the RQA for Elementary Teacher Applicants are advised to submit their updated documents.

3. Wide dissemination of the contents of this memorandum is earnestly desired.

EUFROSINA P. SABANDO
Assistant Schools Division Superintendent
Officer-In-Charge