

June 28, 2017

DIVISION MEMORANDUM
No. 162, s. 2017

HIRING OF SENIOR HIGH SCHOOL (SHS) TEACHER II POSITIONS (BATCH 3)

TO: OIC, Office of the Asst. Schools Div. Superintendent
Chiefs, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Senior High School (SHS) School Heads
Other concerned

1. In reference to DepEd Order No. 3, s. 2016 on Hiring Guidelines for Senior High School (SHS), this Office announces the opening of application for the positions of Senior High School (SHS) Teacher II with the following Qualification Standards:

Academic Track and Core Subject:

- **Senior High School Teacher II (SG-12)**
 - **Education:** Bachelor's degree with a major relevant strand / subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject.
 - **Eligibility:** Applicants for a permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring.
 - **Experience:** None required
 - **Training:** None required

Sports Track:

- **Senior High School Teacher II (SG-12)**
 - **Education:** Bachelor's degree with major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track.
 - **Eligibility:** Applicants for a permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring.
 - **Experience:** 1 year relevant teaching / industry work experience
 - **Training:** 4 hours of training relevant to the courses in the Strand.



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Technical – Vocational Livelihood (TVL) Track:

➤ **Senior High School Teacher II (SG-12)**

- **Education:** Bachelor’s degree holder; or graduate of technical-vocational course(s) in the area of specialization.
- **Eligibility:** Applicants for a permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring.
- **Experience:** None required
- **Training:** At least National Certificate (NC) + Trainer’s Methodology Certificate I (*Appropriate to the specialization*)

2. All Senior High School (SHS) Heads shall utilize and submit the Sub-Committee Evaluation Sheet for SHS Teacher Applicants – Annex A; list of Qualified SHS Teacher Applicants for *Academic and Core Subjects* – Annex B; list of Qualified SHS Teacher Applicants for *TVL Subjects* – Annex C; list of Qualified SHS Teacher Applicants for *Arts and Design* – Annex D; and list of Qualified SHS Teacher Applicants for *Sports* – Annex E. Forms in soft copy format which are uploaded to DepEd Cavite Learning Leaders Facebook group.

3. Moreover, here is the list of Senior High School (SHS) providers who are in need of teachers with respective strand / specialization:

Name of School	Teacher Needs
Bulihan NHS	<ul style="list-style-type: none"> • HUMSS-English & Filipino • STEM-Science • ABM • TECHVOC : SMAW & ICT
Luis Y. Ferrer Jr. SHS	<ul style="list-style-type: none"> • TECHVOC: SMAW
Amaya School of Homes Industries (ASHI)	<ul style="list-style-type: none"> • HUMSS-English & Filipino • TECHVOC: CSS
Bagbag NHS	<ul style="list-style-type: none"> • STEM-Science • HUMSS- Filipino • TECHVOC: Carpentry, Tailoring & ICT
Noveleta SHS	<ul style="list-style-type: none"> • STEM-Science • TECHVOC: ICT & Tourism • Maritime
GMATHS	<ul style="list-style-type: none"> • Sports • HUMSS- English, Filipino & Social Science • TECHVOC: SMAW, Automotive, Electrical & Carpentry
Carmona SHS	<ul style="list-style-type: none"> • HUMSS- Filipino • STEM-Science • TECHVOC: ICT
Cavite National Science HS	<ul style="list-style-type: none"> • STEM-Science (Biology) • HUMSS- Filipino • TECHVOC: ICT



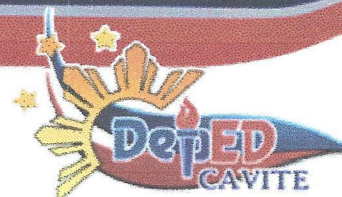
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Amadeo NHS	<ul style="list-style-type: none">• HUMSS – Social Science (Philosophy)
Ternate NHS	<ul style="list-style-type: none">• HUMSS- Filipino & Social Science• STEM- Mathematics
Tanza National Comprehensive	<ul style="list-style-type: none">• HUMSS- Filipino

4. All applicants are advised to apply directly to the school on or before **July 14, 2017, Friday**.

5. All SHS Heads should submit the signed list of qualified applicants per track (hard copy) and properly labeled CD which contained the soft copy documents of applicants to the Records Section, Division Office, Trece Martires City, Cavite on or before **July 17, 2017, Monday**.

6. Schedule of English Proficiency Test (EPT) shall be announced in separate issuance. However, applicants who already took the EPT are expected to submit the result of their EPT to the school they applied in.

7. Immediate and widest dissemination of this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



(046) 419-1286



deped.cavite@deped.gov.ph



www.facebook.com/DivisionOfCaviteProvince



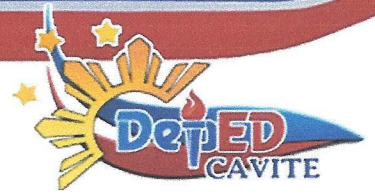
Capitol Compound, Brgy. Luciano, Trece Martires City Cavite



Text Hotline: 74442848



depedcavite.com.ph



ANNEX A

SUB-COMMITTEE EVALUATION SHEET FOR SENIOR HIGH SCHOOL TEACHER APPLICANT
SCHOOL YEAR _____

MUNICIPALITY: _____
SCHOOL: _____

Name of Applicant: _____ Track: _____ Strand: _____
Address: _____ Educ. Qualification: _____
Contact Number: _____ Major Concentration: _____ Major: _____
Other Course: _____ Minor: _____

LEGEND:

CRITERIA	STRAND			
	ACADEMIC AND CORE SUBJECTS	TVL	ARTS AND DESIGN	SPORTS
	EQUIVALENT POINTS			
a. Education	20	15	15	15
b. Teaching/Industry/ Workplace Experience	15	20	20	20
c. Specialized Training	10	20	15	15
d. Interview	15	15	15	15
e. English Communication Skills	10	5	5	5
f. Portfolio/Outstanding Achievements	10	10	15	15
g. Demonstration Teaching	20	15	15	15
TOTAL	100	100	100	100

STRAND APPLIED: _____

A. EDUCATION (_____ POINTS)

Final Percentage Rating Obtained in Tertiary Education	Equivalent Points for Academic Track and Core Subjects Applicants	Equivalent Points TVL, Arts and Design, and Sports Applicants
96.00 - 100.00	15.00	11.25
94.00 - 95.99	14.00	10.50
91.00 - 93.99	13.00	9.75
89.00 - 90.99	12.00	9.00
86.00 - 88.99	11.00	8.25
83.00 - 85.99	10.00	7.50
80.00 - 82.99	9.00	6.75
77.00 - 79.99	8.00	6.00
75.00 - 76.99	7.00	5.25
70.00 - 74.99	6.00	4.50
65.00 - 69.99	5.00	3.75
60.00 - 64.99	4.00	3.00

Additional Points: (see paragraph 3 of DepEd Order No. 03 s. of 2016.) _____

TOTAL POINTS EARNED: _____

B. TEACHING/INDUSTRY/WORKPLACE EXPERIENCE (_____ POINTS)

Points: 0.50 point for very month of employment after 12 months of employment.

Teaching Experience: _____ years (minus 1 year)
_____ months

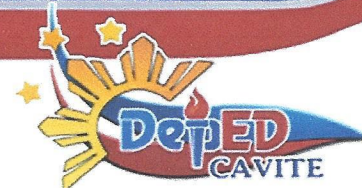
_____ x 0.50 _____

Additional Points: (see paragraph 3 of DepEd Order No. 03 s. of 2016.) _____

TOTAL POINTS EARNED: _____



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C. SPECIALIZED TRAINING (___ POINTS)

For Academic, Arts & Design and Sports - One (1) pt. shall be given for every training/seminar/workshop/symposium training/seminar/workshop/symposium of at least 2 days; 2 points for every certification from a recognized association/guild.

For TVL Track use table below:

NC level requirement of course to be taught	NC level held by the applicant			
	I	II	III	IV
I	0	18	19	20
II	0	0	19	20
III	0	0	0	20
IV	0	0	0	20

Additional Points: (see page 11 to 13 of DepEd Order No. 03 s. of 2016.)

TOTAL POINTS EARNED: _____

D. PORTFOLIO/OUTSTANDING ACHIEVEMENTS (___ POINTS)

(see paragraph 4.2 of DepEd Order No. 03 s. 2016)

1. Published work _____
2. Recognized innovations and Accomplishments in Research and _____
3. Prizes, Awards, Recognitions, Letters of Commendation _____
4. Additional Points _____

TOTAL POINTS EARNED: _____

E. DEMONSTRATION TEACHING (___ POINTS)

(please see page 18 to 23 of DepEd Order No. 03 s. 2016)

COMPONENTS	POINTS
A. Lesson Planning and Preparation	
B. Classroom Management	
C. Teaching - Learning Process	
D. Language Proficiency	
E. Assessment of Learning Outcome	
F. Reinforcement of Learning	
TOTAL POINTS	

TOTAL POINTS EARNED: _____

Computation:

For TVL, Arts and Design and Sport Track Applicants $\frac{\text{Total Points}}{60} \times 0.15 \times 100$

For Academic and Core Subjects $\frac{\text{Total Points}}{60} \times 0.20 \times 100$

-----FOR DIVISION SELECTION COMMITTEE USE ONLY-----

F. INTERVIEW (___ POINTS)

TOTAL POINTS EARNED: _____

G. ENGLISH COMMUNICATION SKILLS (___ POINTS)

TOTAL POINTS EARNED: _____

FINAL SCORE _____

Pre- evaluated by:

SUB-COMMITTEE

Member

Member

Member

Member

Chairman



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LIST OF QUALIFIED SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR TVL SUBJECTS

SY _____

ANNEX C

MUNICIPALITY: _____
 SCHOOL: _____

Track ICT HE IA AGRI
 Core Subject: _____

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	Name <small>(Surname, Firstname, M.I.)</small>	Gen-der (M/F)	Address	Contact Nos.	Specialization	Educational Qualification	LET/ PBT Passer (Yes/ No)	Education		Teaching/ Industry/ Workplace Experience		Specialized Training	Portfolio / Outstanding Achievements	Demo Teaching	TOTAL POINTS
								GWA	PTS.	MOS./ YRS.	PTS.				

Certified True and Correct: Sub - Committee

Member _____
Member _____
Member _____
Member _____

Note: Submit this form in 2 copies
 1. Excel Format saved in CDRW
 2. Signed Hard copy

Approved by: _____
 Chairman



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ANNEX D

LIST OF QUALIFIED SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR ARTS AND DESIGN

SY _____

MUNICIPALITY: _____
SCHOOL: _____

No.	Name (Surname, Firstname, M, I.)	Gender (M/F)	Address	Contact Nos.	Specialization	Educational Qualification	LET/ P/BET Passer (Yes/ No)	Education			Teaching/ Industry/ Workplace Experience			Speciali zed Training	Portfolio / Outstand ing Achieve ments	Demo Teachin g	TOTAL POINTS
								GWA	PTS.	15pts.	MOS./ YRS.	PTS.	20 pts.				
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	

Certified True and Correct: Sub-Committee

Member _____

Member _____

Member _____

Member _____

Approved By: _____

Chairman _____

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ANNEX E

LIST OF QUALIFIED SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR SPORTS

SY _____

MUNICIPALITY: _____
 SCHOOL: _____

No.	Name (Surname, Firstname, M.I.)	Gender (M/F)	Address	Contact Nos.	Specialization	Educational Qualification	LET/ P/BET Passer (Yes/ No)	Education		Teaching/ Industry/ Workplace Experience		Speciall zed Training	Portfolio / Outstand ing Achieve ments	Demo Teachin g	TOTAL POINTS
								GWA	PTS.	MOS/ YRS.	PTS.				
1															
2															
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4															
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6															
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9															
10															
11															
12															
13															
14															
15															

Certified True and Correct: Sub-Committee

Member _____

Member _____

Member _____

Member _____

Approved by: _____
 Chairman

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