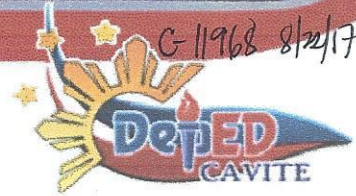




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



August 22, 2017

DIVISION MEMORANDUM

No. 252, s. 2017

**PROCESSING OF APPLICATION FOR ELEMENTARY AND JUNIOR HIGH
SCHOOL TEACHER I POSITIONS - BATCH 3**

TO: OIC, Office of the Asst. Schools Div. Superintendent
Chiefs, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary/Secondary School Heads
Other concerned

1. In reference to DepEd Order No. 7, s. 2015 and Deped Order No.22 s. 2015, this Office announces the processing of application for Elementary and Junior High School Teacher I positions batch 3.

2. All School Heads shall utilize and use the attached Evaluation Sheet for Elementary / Secondary Teacher Applicants – Annex A; List of Qualified Elementary Teacher Applicants – Annex B and List of Qualified Secondary Teacher Applicants – Annex C.

3. Moreover, in line with the Regional Memorandum DEPED-4A-RM-08-17-405 entitled "Determination of Specialization for Secondary Teachers" issued on August 7, 2017, all Secondary School Heads and School Screening Sub - Committee are hereby reminded that it is allowed to *consider master's degree thesis topic in determining the specialization of teachers.*

3. The School Screening Sub - Committee is instructed to ensure fairness and transparency through the conduct of open ranking procedure with utmost professionalism.

4. All applicants are advised to apply directly to the schools that are in need of teachers. Submission of consolidated signed list of qualified applicants per municipality, Evaluation Sheet for Elementary / Secondary Teacher Applicants (hard copy) and properly labeled CD which contained the soft copy documents of applicants to the Records Section, Division Office, Trece Martires City, Cavite is on or before **August 31, 2017.**

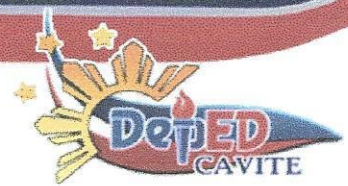
5. Immediate dissemination of this memorandum is earnestly desired.

by: ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent

for **CHERRYLOU D. DE MESA**
OIC, Schools Division Superintendent



Republic of the Philippines
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Trece Martires City, Cavite



ANNEX A

EVALUATION SHEET FOR TEACHER APPLICANT

DepEd Order No. 7, s. 2015

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

A. EDUCATION (20 POINTS)

General Weighted Average	Equivalent Points	Percentage Rating
1	18	99.0 - 100
1.1	18	97.75 - 98.75
1.2	18	96.50 - 97.50
1.3	17.4	95.25 - 96.25
1.4	17.4	94.00 - 95.00
1.5	17.4	92.75 - 93.75
1.6	16.8	91.50 - 92.50
1.7	16.8	90.25 - 91.25
1.8	16.8	89.00 - 90.00
1.9	16.2	87.75 - 88.75
2	16.2	86.50 - 87.50
2.1	16.2	85.25 - 86.25
2.2	15.6	84.00 - 85.00
2.3	15.6	82.75 - 83.75
2.4	15.6	81.50 - 82.50
2.5	15	80.25 - 81.25
2.6	15	79.00 - 80.00
2.7	15	77.75 - 78.75
2.8	14.4	76.50 - 77.50
2.9-3.0	14.4	75.00 - 76.25

B. TEACHING EXPERIENCE (15 POINTS)

Shall be given **1.50 point for every month of service** but shall not exceed twelve 12 points

Teaching Experience: _____ years
_____ months
_____ x 1.50
Additional Points: _____

C. LET /PBET (15 POINTS)

LET Rating	Points	PBET Rating
87 and above	15	82 and above
84 - 86	14	79 - 81
81 - 83	13	76 - 78
78 - 80	12	73 - 75
75 - 77	11	70 - 72



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D. SPECIALIZED TRAINING AND SKILLS (10 POINTS) _____

E. DEMONSTRATION TEACHING (15 POINTS) _____

F. INTERVIEW (10 POINTS) _____

____ Professional experiences
____ Instructional skills
____ Technology / computer skills
____ Classroom discipline and management
____ Knowledge of content / materials
____ Planning skills
____ Relationships with administration, staff, parents and students
____ Personal qualities

G. ENGLISH COMMUNICATION SKILLS (15 POINTS) _____

Percentage Score _____ %

Weighted Points _____ 15

Rating _____ x 15 = _____

FINAL SCORE _____

Pre-evaluated by:

School Screening Committee

Member

Member

Member

Member

Member

Member

Chairman



ANNEX B

REGISTRY OF QUALIFIED ELEMENTARY TEACHER APPLICANTS

SY _____ (Batch _____)

Deped Order No. ___, s. ____

Date: _____

Municipality: _____

NO.	NAME (Surname, Firstname, M.I.)	Address	Contact No.	School Applied In	Education		Teaching Experience		LET /PBET RATING		Specialized Training and Skills	Demo Teaching	TOTAL POINTS	REMARKS
					GWA	POINTS	MONTHS/ YRS	POINTS	GWA	POINTS	10pts.	15 pts.		
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2														
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20														

Certified True and Correct: School Selection Committee

Member _____

Member _____

Member _____

Member _____

Approved: _____

Member _____

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

Chairman _____



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division Office of Cavite
Trece Martires City, Cavite



ANNEX C

REGISTRY OF QUALIFIED JUNIOR HIGH SCHOOL TEACHER APPLICANTS

SY _____ (Batch _____)

DepEd Order No. ____, s. ____

Date: _____
Municipality: _____

No.	NAME	Address	Contact No.	School Applied In	Subject	Education		Teaching Experience		LET /PBET RATING		Specialized Training and Skills	Demo Teaching	TOTAL POINTS	REMARKS
						GWA	POINTS	MONTHS/ YRS	POINTS	GWA	POINTS	10pts.	15 pts.		
1															
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Certified True and Correct: School Selection Committee

Member

Member

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Member

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Chairman