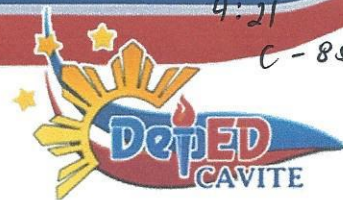




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



May 4, 2018

DIVISION MEMORANDUM
NO. 121, s. 2018

ANNOUNCING THE REGISTRY OF QUALIFIED APPLICANTS – BATCH 1
(DepEd Order No. 7 s. 2015 – for Elementary and Junior High School)

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum and Implementation Division
OIC Chief, Schools Governance and Operation Division
All Education Program Supervisors
All Public Schools District Supervisors
All Elementary and Secondary School Heads
All Concerned

1. Please be informed that this office announcing the qualified teacher applicants for Elementary and Junior High School (see attached Registry of Qualified Applicants by school level).
2. Elementary and Junior High School Heads shall submit recommendation letter (see attached Enclosure 1) to Division Office – Human Resource Unit for approval. Approved recommendation letter shall secure first before submission of requirements for appointment to Division Office.
3. Deadline of submission of recommendation letter will be on or before **May 9, 2018**.
4. Immediate dissemination of this Memorandum is highly desired.

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

by: **CHERRYLOU D. DE MESA**
Schools Division Superintendent

Enclosure 1:

SAMPLE FORMAT FOR RECOMMENDATION LETTER OF TEACHER APPLICANTS IN RQA (ELEMENTARY)

(School Letterhead)

Date

CHERRYLOU D. DE MESA
Schools Division Superintendent
Division of Cavite

Attention: **ELAINE V. BALEN**
Administrative Officer IV

Madam:

I have the honor to recommend the following teacher applicants...

| NAME OF APPLICANT/S | EDUCATIONAL ATTAINMENT | RANK |
|---------------------|------------------------|------|
| 1. | | |
| 2. | | |
| 3. | | |
| ... | | |

Approved by:

Very truly yours,
(School Head)

ELAINE V. BALEN
Administrative Officer IV

SAMPLE FORMAT FOR RECOMMENDATION LETTER OF TEACHER APPLICANTS IN RQA (JUNIOR HIGH SCHOOL)

Date

(School Letterhead)

CHERRYLOU D. DE MESA
Schools Division Superintendent
Division of Cavite

Attention: **ELAINE V. BALEN**
Administrative Officer IV

Madam:

I have the honor to recommend the following teacher applicants...

| NAME OF APPLICANT/S | EDUCATIONAL ATTAINMENT / MAJOR | RANK |
|---------------------|--------------------------------|------|
| 1. | | |
| 2. | | |
| 3. | | |
| ... | | |

Very truly yours,

(School Head)

Approved by:

ELAINE V. BALEN
Administrative Officer IV

SAMPLE FORMAT FOR RECOMMENDATION LETTER OF TEACHER APPLICANTS IN RQA (SENIOR HIGH SCHOOL)

(School Letterhead)

Date

CHERRYLOU D. DE MESA
Schools Division Superintendent
Division of Cavite

Attention: **ELAINE V. BALEN**
Administrative Officer IV

Madam:

I have the honor to recommend the following teacher applicants...

| NAME OF APPLICANT/S | EDUCATIONAL ATTAINMENT / MAJOR | TRACK / STRAND | RANK |
|---------------------|--------------------------------|----------------|------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| ... | | | |

Very truly yours,

(School Head)

Approved by:

ELAINE V. BALEN
Administrative Officer IV