

June 11, 2018

DIVISION MEMORANDUM
NO. **165**, s. 2018

**PROCESSING OF ADDITIONAL BATCH II APPLICATION FOR
TEACHER I POSITIONS IN ELEMENTARY AND JUNIOR HIGH
SCHOOL FOR SCHOOL YEAR 2018-2019**

TO: OIC, Assistant Schools Division Superintendent
OIC, Office of the ASDS
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. In reference with the Division Memorandum No. 013, s. 2018 entitled "**Processing of Application for Teacher I Positions in Elementary and Junior High School for School Year 2018-2019**", please be informed that in the exigency of in need of teachers in this Division, this Office hereby advised all Elementary and Junior high Schools to submit additional application for Teacher I positions. In this regard, submission of the consolidated evaluation of applicants and signed summary of ranking using DepEd Order No. 7, s. 2015 will be on **June 22, 2018**. Furthermore, you are also advised to include the consolidated evaluation of applicants and signed summary of ranking using DepEd Order No. 22, s. 2015.

2. The said document shall be submitted to the following assigned personnel:

Elementary	- Mr. Teodoro P. Fulvadora Jr.
Junior High School	- Mr. Ronald Kevin C. Del Rosario

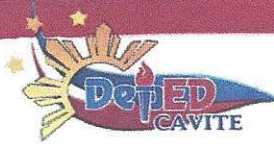
3. Newly LET passers may apply but in lieu of their Report of Rating, they shall have to submit the Certificate of Good Standing issued by the Civil Service Commission.

4. Those who were not included in the RQA in Batch 1 and 2 for SY 2018-2019 may update their scores to the respective schools they applied in.

5. Schools shall include all Batch 1 and 2 applicants without EPT and interview in the summary of ranking for additional Batch 2 applicants.

6. The submission of the summary of ranking is **STRICLTY** by Municipality/District only.

7. In addition to, respective Municipal HR Coordinators shall review and validate the completeness of the documents and the accuracy of the data in order to facilitate smooth work flow procedure.



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



Certificate Number: AJA17-0083

8. For dissemination, guidance and compliance.

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

CHERRYLOU D. REPIA
Schools Division Superintendent