

C-19480
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August 3, 2018

DIVISION MEMORANDUM
 No. 232 s. 2018

**PROCESSING OF BATCH 3 APPLICATION FOR TEACHER I POSITIONS
 IN ELEMENTARY AND JUNIOR HIGH SCHOOL FOR SCHOOL YEAR
 2018-2019**

TO: OIC, Assistant Schools Division Superintendents
 Chiefs, CID and SGOD
 Education Program Supervisors
 Public School District Supervisors
 Public Elementary and Junior High School Heads
 All Concerned

1. In reference with the Division Memorandum No. 13, s. 2018 entitled “ **Processing of Application for Teacher I Positions in Elementary and Junior High Schools for School Year 2018-2019**”, please be informed that this Office hereby advised all Elementary and Junior High Schools to process and submit the Batch 3 application for Teacher I positions. Anent to this, the submission of the consolidated evaluation of applicants and signed summary of ranking using DepEd Order No. 7, s. 2015 will be on August 03, 2018 in reference to the latter issuance. However due to the on-going processing of Additional Batch 2, the submission of the said documents will be moved on **August 24, 2018**. Furthermore, schools are also advised to include the consolidated evaluation of applicants and signed summary of ranking using DepEd Order No. 22, s. 2015.

2. The consolidated summary of ranking by Municipality shall be submitted to the following assigned personnel:

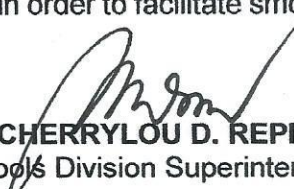
Elementary	- Teodoro P. Fulvadora Jr.
Junior High Schools	- Ronald Kevin C. Del Rosario

3. Those who were not included in the RQA in Batch 1, Batch 2 and Additional Batch 2 may update their scores to the respective schools they applied in. Schools shall include all Batch 1, Batch 2 and additional Batch 2 applicants without EPT and interview in the summary of ranking for Batch 3 applicants.

4. Please be reminded also that Schools and Municipalities shall observed the utilization of required and prescribed forms. Attached herewith is the sample format of forms and must be printed in long size bond paper for Summary of Ranking and A4 size bond paper for Individual Evaluation Sheet.

5. The submission of the consolidated summary of ranking to Schools Division Office is **STRICTLY** by Municipality only and no schools summary of ranking shall be accepted.

6. In addition to, respective MHRC shall review and validate the completeness of the documents and accuracy of the data using the prescribed checklist in order to facilitate smooth work flow procedure. Attached hereto is the checklist.


CHERRYLOU D. REPIA
 Schools Division Superintendent

MUNICIPALITY: _____

REGISTRY OF QUALIFIED APPLICANTS FOR TEACHERS (ELEM/JHS)

- One (1) hard copy of Consolidated RQA (by municipality)
- Scanned copy of Applicants Documents and Individual Evaluation Sheet saved in CD
- Excel file of Consolidated Ranking saved in CD

REMARKS:

Checked by:

Municipal Human Resource Coordinator

SCHOOL: _____

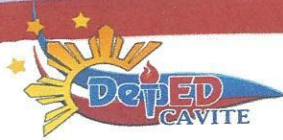
REGISTRY OF QUALIFIED APPLICANTS FOR TEACHERS (SHS)

- One (1) hard copy of Consolidated RQA (by school)
- Scanned copy of Applicants Documents and Individual Evaluation Sheet saved in CD
- Excel file of Consolidated Ranking saved in CD

REMARKS:

Checked by:

Municipal Human Resource Coordinator



EVALUATION SHEET FOR TEACHER APPLICANT
 DepEd Order No. 7, s. 2015

Name of Applicant: _____ Elementary: _____ Second _____
 Address: _____ Educ. Qualification: _____
 _____ Major Concentration: _____ Major: _____
 Contact Number: _____ 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

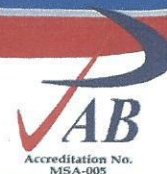
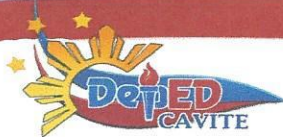
Teaching Experience: _____ years
 _____ months

 _____ 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



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

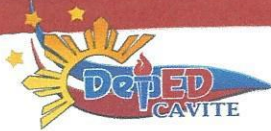
_____ Member

_____ Member

_____ Member

_____ Member

_____ Chairman



EVALUATION SHEET FOR TEACHER APPLICANT
 DepEd Order No. 22, s. 2015

Name of Applicant: _____ Elementary: _____ Second _____
 Address: _____ Educ. Qualification: _____
 _____ Major Concentration: _____ Major: _____
 Contact Number: _____ 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
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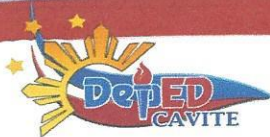
B. TEACHING EXPERIENCE (15 POINTS)

Shall be given **0.50 point for every month of service** but shall not exceed twelve 12 points

Teaching Experience: _____ years
 _____ months
 _____ x 0.50 _____
 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



D. SPECIALIZED TRAINING AND SKILLS (10 POINTS)

E. DEMONSTRATION TEACHING (15 POINTS)

F. INTERVIEW (10 POINTS)

- _____ Professional experiences
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- _____ Classroom discipline and management
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- _____ 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



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



Accreditation No. 1754-Sub-1
 Certificate Number: AJA17-0083

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				
1													15 pts.		
2													15 pts.		
3													15 pts.		
4													15 pts.		
5													15 pts.		
6													15 pts.		
7													15 pts.		
8													15 pts.		
9													15 pts.		
10													15 pts.		
11													15 pts.		
12													15 pts.		
13													15 pts.		
14													15 pts.		
15													15 pts.		

Certified True and Correct: School Selection Committee

 Member

 Member

Approved: _____
 Chairman

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