



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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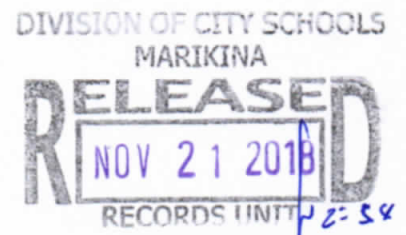
November 20, 2018

**DIVISION MEMORANDUM**

No. 275 s. 2018

**SUBMISSION OF DOCUMENTARY REQUIREMENTS OF APPLICANTS FOR  
TEACHER 1 POSITIONS (2<sup>nd</sup> Batch) KINDERGARTEN TO GRADE 10, SY 2018-2019**

**To:** Chief Education Supervisors – CID and SGOD  
Elementary and Secondary School Principals  
Officers-In-Charge  
Unit/Section Heads  
Public Schools  
All Concerned



1. Pursuant to DepEd Order No. 7, s. 2015, the field is hereby informed of the 2<sup>nd</sup> Batch of Submission of Documentary Requirements, effective immediately, since the Registry of Qualified Applicants for SY 2018-2019 is already exhausted.
2. All interested applicants are instructed to give particular attention to **No.5, APPLICATION AND REQUIREMENTS** of the said Order.
2. **Likewise, all School Heads are requested to adhere to Section 6.2.1, of the same order, in receiving and verifying documents submitted. Ensure that the Individual Rating Sheet (see inclosure) is accomplished before submitting and placed as the first page of the applicant's folder.**
3. Schedule of demo-teaching and interview, **submission of applicants' folders to venues where the Demo-Teaching and Interview shall be held, will be announced on a separate Memorandum to be issued soon.**
4. Immediate and wide dissemination, especially among the members of the School Screening Committee, is highly desired.

  
**JOEL T. TORRECAMPO**

Officer In-Charge  
Office of the Schools Division Superintendent

*Incl.: Individual Rating Sheet*

**TEACHER APPLICANT'S  
INDIVIDUAL RATING SHEET  
SCHOOL YEAR 2018-2019**

**UNIQUE APPLICANT NUMBER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **SEX:** \_\_\_\_\_

**Contact Number:** Landline: \_\_\_\_\_ Cellphone No./s: \_\_\_\_\_

**Address:** \_\_\_\_\_

**Bachelor's Degree:** \_\_\_\_\_

**School graduated from:** \_\_\_\_\_

**Subject Area:** \_\_\_\_\_

**(For TLE/Science/Math) Specialization:** \_\_\_\_\_

**Honors/Special Citation received:** \_\_\_\_\_

**Present Employer:** \_\_\_\_\_

	<b>Score</b>	<b>Equivalent</b>
<b>I. Education: (20 points)</b>		
(Bachelor's Degree) GWA: _____	_____	_____
(Master's Degree) _____ No. of units: _____	_____	_____
(PhD) _____ No. of units: _____	_____	_____
<b>II. Teaching Experience: (15 points)</b>		
No. of Months _____	_____	_____
<b>III. LET/PBET RATING: (15 points)</b>		
_____ Rating: _____	_____	_____
<b>IV. Specialized Training Skills: (10 points)</b>	_____	_____
<b>V. Interview: (10 points)</b>	_____	_____
<b>VI. Demonstration Teaching: (15 points)</b>	_____	_____
<b>VII: Communication Skills: (15 points)</b>	_____	_____
	<b>TOTAL:</b>	_____

Documents assessed by:

(School Level) \_\_\_\_\_

Date: \_\_\_\_\_

Validated:

\_\_\_\_\_

Date: \_\_\_\_\_