DIVISION MEMORANDUM

No. ___(C)___ s. 2019

SUBMISSION OF DOCUMENTARY REQUIREMENTS OF APPLICANTS FOR
TEACHER 1 POSITIONS, KINDERGARTEN TO GRADE 10, SY 2019-2020

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
   submission of documentary requirements starting immediately. Particular attention is
   invited 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 to this
   Office, and placed as the first page of the applicant's folder. Submission of
   applicants' folders, Schedule of demo-teaching and interview shall be
   announced through another Memorandum, to be issued soon.

3. All applicants are requested to include in their folders photocopies of the
   following:
   1) GWA Certification from Universities/Colleges where they graduated;
   2) Certificate of Employment from previous employers indicating how many
      years/months served;
   3) Certificate/s of Trainings attended (not the ones earned as academic
      requirements for Bachelor's Degree); and

4. Original copies of the aforementioned documents shall be presented during the
   interview.

5. Immediate and wide dissemination, especially among the members of the
   School Screening Committee, is strongly desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Incl.: Individual Rating Sheet
K-10 TEACHER APPLICANTS
INDIVIDUAL RATING SHEET
SCHOOL YEAR 2019-2020

**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:**

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### I. Education: (20 points)

<table>
<thead>
<tr>
<th>(Bachelor’s Degree) GWA:</th>
<th>Score</th>
<th>Equivalent</th>
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<tbody>
<tr>
<td>(Master’s Degree) No. of units:</td>
<td></td>
<td></td>
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<tr>
<td>(PhD) No. of units:</td>
<td></td>
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### II. Teaching Experience: (15 points)

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<th>No. of Months</th>
<th>Score</th>
<th>Equivalent</th>
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### III. LET/PBET RATING: (15 points)

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<th>Rating:</th>
<th>Score</th>
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### IV. Specialized Training Skills: (10 points)

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### V. Interview: (10 points)

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### VI. Demonstration Teaching: (15 points)

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### VII. Communication Skills: (15 points)

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<th>Score</th>
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**TOTAL:**

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Documents assessed by:

(School Level) ___________________________ Date: ___________________________

Validated:

_____________________________ Date: ___________________________
K-10 TEACHER APPLICANTS
INDIVIDUAL RATING SHEET
SCHOOL YEAR 2019-2020

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: ___________________________________________

Score Equivalent

I. Education: (20 points)

(Bachelor’s Degree) GWA: ____________ ____________ ____________

(Master’s Degree) _______________ No. of units: ____________ ____________

(PhD) ________________________ No. of units: ____________ ____________

II. Teaching Experience: (15 points)

No. of Months ____________ ____________ ____________

III. LET/PBET RATING: (15 points)

Rating: ____________ ____________ ____________

IV. Specialized Training Skills: (10 points)

V. Interview: (10 points)

VI. Demonstration Teaching: (15 points)

VII: Communication Skills: (15 points)

TOTAL: ____________

Documents assessed by:

(School Level) ___________________________ Date: ___________________________

Validated:

_____________________________ Date: ___________________________