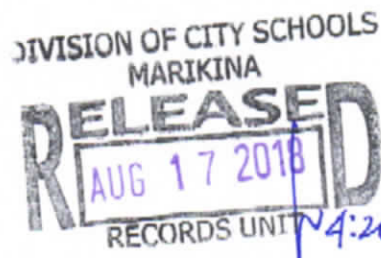




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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August 15, 2018

DIVISION MEMORANDUM
No. 203 s. 2018

**SUBMISSION OF DOCUMENTARY REQUIREMENTS OF APPLICANTS FOR
SENIOR HIGH SCHOOL (SHS) TEACHER POSITIONS, 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. 3, s. 2016, the field is hereby informed of the submission of documentary requirements of Senior High School teacher applicants, starting immediately.
2. Likewise, all School Heads are requested to adhere to No.2 of VI, EVALUATION AND SELECTION COMMITTEES, of the same order, in receiving and verifying documents submitted. Ensure that the Individual Rating Sheet (see inclosure) is accomplished and signed by the evaluator before submitting and placed as the first page of the applicant's folder. Applicants' folders shall be accepted in the schools only until August 28, 2018.
3. School Screening Committee members are highly enjoined to ensure that all documentary requirements are complied.
4. Schedule of demo-teaching and interview shall be announced through another memorandum. Applicants' folders shall be submitted to the school which shall serve as venue for demo-teaching and interview.
5. Immediate and wide dissemination of this memorandum is strongly desired.


SHERYLL N. GAYOLA
Officer In-Charge

Office of the Schools Division Superintendent

Incl.: Individual Rating Sheet

**SHS TEACHER APPLICANT'S
INDIVIDUAL RATING SHEET
School Year 2018 – 2019**

UNIQUE APPLICANT NUMBER: _____

NAME : _____ SEX: _____

Contact Number: Landline: _____ Cellphone No./s: _____

Address: _____

Present Employer: _____

Intended Track to Teach: _____

Subject Area: _____

Specialization (For TLE/ Science/ Math): _____

Equivalent

A. Education: (20 pts for Academic & Core; 15 pts for TVL, Arts & Design, Sports)

A.1 (Bachelor's Degree) _____ GWA: _____ pts _____

(School graduated from) _____

A.2 (Master's Degree) _____ No. of units: _____ plus pts _____

A.2 (PhD) _____ No. of units: _____ plus pts _____

B. Teaching Experience: (15 pts for Academic & Core; 20 pts for TVL, Arts & Design, Sports)

No. of Months: _____

C. Specialized Training Skills:

(10 pts for Academic Core; 20 pts for TVL; 15 pts for Arts & Design, Sports)

NC Level _____ (_____); TM _____

Title

D. Interview: (15 pts)

E. English Communication Skills:

(10 pts for Academic & Core; 5 pts for TVL, Arts & Design, Sports)

F. Portfolio / Outstanding Achievements:

(10 pts for Academic & Core; 10 pts for TVL; 15 pts for Arts & Design, 15 pts for Sports)

G. Demonstration Teaching:

(20 pts for Academic & Core; 15 pts for TVL, Arts & Design, Sports)

TOTAL: _____

Documents Assessed by:

Date: _____

Validated by:

Date: _____