DIVISION MEMORANDUM
No. ___059___, s. 2020

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Secondary School Principals/Officers In-Charge
Division Personnel Selection Board Members
Unit Heads
All Concerned

SUBMISSION OF DOCUMENTARY REQUIREMENTS OF APPLICANTS FOR
SENIOR HIGH SCHOOL (SHS) TEACHER I POSITIONS, SY 2020-2021

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 until September 15, 2020.

2. Listed below are the subject areas which SDO-Marikina highly needs. All interested applicants are instructed to submit their documentary requirements, in pdf file, (please use SHS_SY20-21_APPLICANT_NAME sample: SHS_SY20-21_APPLICANT_DELA CRUZ, JUAN A. as subject) to the schools mentioned opposite the said tracks and specializations:
   a. TVL - (ICT -Animation, Illustration, and Computer Programming)
      -- J.dela Peña NHS (jdphs@depedmarikina.ph)
   b. TVL - (Hairdressing)
   c. (HUMMS) - Filipino, Social Science,
   d. ABM (Accountancy)
   e. (Sports Track) - Physical Education
   f. (Arts and Design)

3. All School Heads concerned 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 before forwarding with the applicant's documentary requirements to career@depedmarikina.ph.

4. Schedule of Demo-teaching and interview shall be announced through another Memorandum.

5. Immediate and wide dissemination of this Memorandum is strongly desired.

Incl.: Individual Rating Sheet
Qualification Standards
Checklist of Requirements

Sherly R. Gayola
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makakalikasan at Makabansa
CHECKLIST OF REQUIREMENTS
(pursuant to DepEd Order No. 3, s. 2016)
APPLICANTS ARE REQUESTED TO HAVE THEIR SUBMISSIONS ARRANGED ACCORDINGLY, FASTENED ON THE UPPER CENTER OF THE FOLDER

A. Letter of intent which shall indicate the following information: a. Statement of purpose/expression of interest b. Subject group he/she intends to teach c. Preferred school(s), if any

B. CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture

C. Certified photocopy of certificates of relevant specialized trainings, if any •

D. Certified copy of Voter’s ID and/or any proof of residency

E. National Bureau of Investigation (NBI) clearance

F. Certified photocopy of Diploma on Bachelor’s degree

G. Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject

H. Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license

I. Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET)

J. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

Additional Requirements for TVL applicants
Technical Education and Skills Development Authority (TESDA) National Certificate (NC) and Certified photocopy of Trainers Methodology Certificate (TMC), if available

Additional Requirements for ARTS AND DESIGN applicants
Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild

Additional Requirements for HEI/TVI faculty
Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI
(Academic personnel applicants from HEIs must present a Certificate of Service Rendered and of Good Standing from his or her previous employer with the information listed below, if available.

a. Employee’s name

b. Job title
c. Duration of services rendered by the applicant employee

**Portfolio / Outstanding Achievements – 10 points for CORE SUBJECTS, ACADEMIC and TVL tracks subjects; 15 points for ARTS and DESIGN and SPORTS tracks subjects**

Submission of portfolio and/or outstanding achievements/accomplishments is encouraged. These may include but are not limited to the following:

**SUBMISSION CATEGORIES (relevant to field/specialization applying for)**
- Recognized Innovations and Accomplishments in Research and Development
- Prizes, Awards, Recognitions, Letters of Commendation for theses or major academic papers or exemplary performance of work and/or academic projects

**ARTS and DESIGN applicants** may also submit the pieces listed below, as applicable and related to the subject being applied for. These shall be rated and assessed by the SDO’s industry partner specializing in Arts and Design.
- Drawings from direct observation (still lifes, figure drawings, landscapes, etc.)
- 2D media: Design, drawing, painting, photography, printmaking, and mixed media
- Digital media: Computer animation, video, audio, interactive art, and Internet-based products
- Sculpture, ceramics, metalsmithing (photo)
- Typography, textiles, perspective, fashion drawings, product, furniture
- Performance, conceptual work, or other work not easy to categorize
- Series of video works that demonstrate conceptual and aesthetic development and technical competence. Submissions may not exceed a total of 10 minutes. Clips of different projects within this 10-minute limit may be included.
- Two- to three-minute video of best work
- Five-minute film the applicant has directed, written, produced, or significantly contributed. If necessary, it is acceptable to include multiple clips of different projects within the five-minute limit.
- Resume listing all productions in which applicant has been involved, and when and where it was produced.
- Audio and/or visual recording of performance
- Novel, poem, drama, short story, novella, myth, graphic novel, nonfiction biography/autobiography, essay, narrative nonfiction, speech, textbook, and other literary subgenres and forms not listed

Practitioners/experts applying for teaching positions in any track may also submit the following:

- Government-issued business permit(s), if self-employed
- Certificate(s) or proof of proficiency issued by a duly recognized body, including guilds and sports organizations
- Certificate(s) of recognition from a duly recognized body including guilds and sports organizations
- Certificate(s) of accreditation from a duly recognized body including guilds and sports organizations
SHS TEACHER APPLICANT'S
INDIVIDUAL RATING SHEET
School Year 2020 – 2021

UNIQUE APPLICANT NUMBER: (if any) ______________________________________________

NAME : ____________________________ SEX: ____________________________

Contact Number: Landline: __________________ Cellphone No./s: ____________________________

Complete Address: ________________________________________________________________

Present Employer: ________________________________________________________________

Intended Track to Teach: ____________________________________________________________

Subject Area: ________________________________________________________________

Specialization (For TLE/ Science/ Math): ________________________________________________

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<thead>
<tr>
<th>Equivalent</th>
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<tbody>
<tr>
<td>A. Education: (20 pts for Academic &amp; Core; 15 pts for TVL, Arts &amp; Design, Sports)</td>
</tr>
<tr>
<td>A.1 (Bachelor’s Degree) __________________________ GWA: ______ pts ______</td>
</tr>
<tr>
<td>(School graduated from) __________________________________________________________</td>
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<tr>
<td>A.2 (Master’s Degree) ______ No. of units: ______ plus pts ______</td>
</tr>
<tr>
<td>A.2 (PhD) ________________ No. of units: ______ plus pts ______</td>
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</tbody>
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| B. Teaching Experience: (15 pts for Academic & Core; 20 pts for TVL, Arts & Design, Sports) |
| (shall get 0.50 point for every month of employment beginning on the 13th month of employment) |
| No. of Months: __________________________ |

| C. Specialized Training Skills (must be relevant to the track being applied for) (10 pts for Academic Core; 20 pts for TVL; 15 pts for Arts & Design, Sports) |
| (For TVL) NC Level _____ (______________________); TM ____________________ |

| 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: ________________
<table>
<thead>
<tr>
<th>POSITION</th>
<th>SALARY GRADE</th>
<th>QUALIFICATION STANDARDS</th>
<th>EXPERIENCE</th>
<th>TRAINING</th>
<th>ELIGIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher I</td>
<td>11</td>
<td><strong>For ACADEMIC TRACK AND CORE SUBJECTS</strong></td>
<td>None Required</td>
<td>None Required</td>
<td>Applicants for a permanent position: RA 1080 (Teacher); if not RA 1080, they must pass the LET within five (5) years after the date of first hiring.</td>
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<tr>
<td>(SHS)</td>
<td></td>
<td>Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in relevant strand/subject</td>
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<tr>
<td></td>
<td></td>
<td><strong>For ARTS &amp; DESIGN TRACK</strong></td>
<td>None Required</td>
<td>None Required</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject</td>
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<td><strong>For SPORTS TRACK</strong></td>
<td>None Required</td>
<td>None Required</td>
<td></td>
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<td></td>
<td></td>
<td>Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track</td>
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<td><strong>For TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK</strong></td>
<td>At least NC II</td>
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<td>*Appropriate to the specialization</td>
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<td>Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization</td>
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