DIVISION MEMORANDUM
No. __CCp__, s. 2019

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 until January 16, 2019.

2. Listed below are the subject areas which SDO-Marikina highly needs. All applicants are instructed to submit their documentary requirements to the schools mentioned opposite the said tracks and specializations:

   a. (TVL) - ICT -Animation, Illustration, and Computer Programming -- J. dela Peña NHS
   b. (TVL) - Cosmetology -- Malanday NHS
   c. (TVL) - Food and Beverage Services (FBS) -- Sto. Niño NHS
   d. (HUMMS) - Filipino, English, Social Science -- Sta. Elena NHS
   e. (Sports Track) - Physical Education -- Sta. Elena HS
   f. ABM -- Marikina High School

3. Those who have joined previous rankings and have qualified but were not deployed shall need to resubmit the required documents and shall need to retake the English Proficiency Test.

4. Likewise, 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 and placed as the first page of the applicant's folder before submitting in the morning of January 17, 2019.

5. Demo-teaching and interview shall be on January 22 (for TVL) and January 23 (for HUMMS, Sports Track and ABM) in STA. ELENA HIGH SCHOOL; ENGLISH PROFICIENCY TEST is set on January 12, 2019, 7am in MARIKINA ELEMENTARY SCHOOL.

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

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

Incl.: Individual Rating Sheet
Qualification Standards
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): __________________________

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: __________________________
<table>
<thead>
<tr>
<th>Qualification Standards</th>
<th>Eligibility</th>
<th>Training</th>
<th>Experience</th>
<th>Education</th>
<th>Salary Grade</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For Technical-Vocational Lifelong</strong></td>
<td>At least NC II graduate</td>
<td>no required training</td>
<td>no required experience</td>
<td>Bachelor’s degree holder or completion of Technical-Vocational courses (CV)</td>
<td><strong>TECHNICAL-VOCATIONAL LIFELONG</strong></td>
<td></td>
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<tr>
<td><strong>For Sports Track - Athletics degree with a minor in Philosophy</strong></td>
<td>Bachelor’s degree plus 15 units of specialization in fields under major in Philosophy under the track of any bachelor’s degree</td>
<td>no required training</td>
<td>no required experience</td>
<td>Bachelor’s degree plus a minor in Philosophy with a major in any bachelor’s degree</td>
<td><strong>SPORTS TRACK</strong></td>
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<tr>
<td><strong>For Arts &amp; Design Track - Bachelor’s degree</strong></td>
<td>Bachelor’s degree plus at least 15 units of specialization in relevant field</td>
<td>no required training</td>
<td>no required experience</td>
<td>Bachelor’s degree with a major in any bachelor’s degree</td>
<td><strong>ARTS &amp; DESIGN TRACK</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Track and Core Subjects</strong></td>
<td>Bachelor’s degree in relevant field</td>
<td>no required training</td>
<td>no required experience</td>
<td>Bachelor’s degree in relevant field</td>
<td><strong>ACADEMIC TRACK AND CORE SUBJECTS</strong></td>
<td></td>
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<tr>
<td>Eligibility</td>
<td>Training</td>
<td>Experience</td>
<td>Education</td>
<td>Salary Grade</td>
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<tr>
<td>• None required</td>
<td>• Position: for a contractual position in the area of specialization: 1 year of relevant work experience.</td>
<td>• The course must be in the Stand.</td>
<td>• For TECHNICAL VOCATIONAL LIFESTYLE TRACK: Bachelor's degree holder; or submit for Tech (TV) or Tech (S) or Tech (C) under the Track or any equivalent.</td>
<td>• For Academic Track and Core Subjects</td>
<td>• Position</td>
<td></td>
</tr>
<tr>
<td>• Ages - Minimum Age: 18 years old</td>
<td>• Preparation: 3 years after completion of the LET for a teacher position or Pre-Education for a teacher position</td>
<td>• The course must be in the Track.</td>
<td>• Bachelor's degree plus 15 units of specialization in Graphic Design under the Track or any equivalent.</td>
<td>• Stand: Subject in Graphic Design for the subject or any equivalent.</td>
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<tr>
<td>Eligibility</td>
<td>Training</td>
<td>Experience</td>
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<td>Master Teacher (SHS)</td>
<td>4 years of relevant education</td>
<td>5 hours of training relevant to the subject area and work experience</td>
<td>Bachelor's degree plus 15 units of specialization in the track</td>
<td>4 years of relevant education</td>
<td>18</td>
<td></td>
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<tr>
<td>Sports Track</td>
<td>Bachelor's degree with a major in track(s) under the track of any bonders</td>
<td>3 years relevant education</td>
<td>6 hours of training relevant to the subject area and work experience</td>
<td>Bachelor's degree</td>
<td>4</td>
<td></td>
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<tr>
<td>Art &amp; Design Track</td>
<td>Bachelor's degree with a major in design(s) under the track of any bonders</td>
<td>3 years relevant education</td>
<td>6 hours of training relevant to the subject area and work experience</td>
<td>Bachelor's degree</td>
<td>4</td>
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<tr>
<td>Arts Track</td>
<td>Bachelor's degree with a major in arts(s) under the track of any bonders</td>
<td>3 years relevant education</td>
<td>6 hours of training relevant to the subject area and work experience</td>
<td>Bachelor's degree</td>
<td>4</td>
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<tr>
<td>Academic Track and Core Subjects</td>
<td>Bachelor's degree in relevant discipline</td>
<td>6 hours of training relevant to the subject area and work experience</td>
<td>Bachelor's degree</td>
<td>4</td>
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<td>Arts Core</td>
<td>Bachelor's degree in relevant discipline</td>
<td>6 hours of training relevant to the subject area and work experience</td>
<td>Bachelor's degree</td>
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<td>Academic Track</td>
<td>Bachelor's degree in relevant discipline</td>
<td>6 hours of training relevant to the subject area and work experience</td>
<td>Bachelor's degree</td>
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<td>Bonders</td>
<td>Bachelor's degree</td>
<td>6 hours of training relevant to the subject area and work experience</td>
<td>Bachelor's degree</td>
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<tr>
<td>A-Track</td>
<td>Bachelor's degree</td>
<td>6 hours of training relevant to the subject area and work experience</td>
<td>Bachelor's degree</td>
<td>4</td>
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</tbody>
</table>

Note: Applicants for a conditional position must pass the LET (T400). Applicants for a permanent position must pass the LET and the relevant courses in the track.