



January 14, 2020

DIVISION MEMORANDUM

No. 024, s. 2020

**HIRING GUIDELINES FOR KINDERGARTEN TO SENIOR HIGH SCHOOL
TEACHER I POSITIONS FOR SCHOOL YEAR 2020-2021**

To: Assistant Schools Division Superintendent
Chiefs of Division
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Principals
All Others Concerned

1. The recruitment and receipt of applications for the **Hiring of Teacher I Positions for Kindergarten, Elementary, Junior and Senior High School** of the Schools Division Office of Bataan shall begin on **January 27, 2020**. The teaching positions are open to all applicants regardless of age, gender, civil status, disability, ethnicity, religion and political affiliation. The recruitment procedure, evaluation, selection and hiring of qualified teachers shall be conducted according to the provisions of DepEd Order No. 7, s. 2015 for Kinder to Junior High School and DepEd Order No. 3, s. 2016 for Senior High School.
2. The procedure in the recruitment and evaluation of teacher-applicants is contained in Enclosure No. 1 of this Memorandum.
3. Applicants shall submit two (2) complete sets of personal folder/portfolio directly to the principal of the elementary and secondary school with a written application letter supported by documents enumerated in the attached Omnibus Certification of Authenticity and Verification of Documents Submitted (Enclosure No. 3) which shall likewise be duly accomplished by the applicant.
4. The Screening Committee in the elementary school shall be chaired by the School Head with four (4) teachers as members. The committee at the secondary level shall be chaired by the School Head. The Department Head concerned and three (3) teachers from the different learning areas shall be members. For small secondary schools that do not have department heads, the School Head shall be the Committee Chair with four (4) subject leaders from different learning areas as members. The School Head shall submit to the Schools Division Superintendent the Composition of the School Screening Committee for the issuance of a corresponding Designation Order on or before January 24, 2020. The functions of the School Selection Committee are enumerated in 6.2.1 of DO No. 22, s. 2015.

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QUALITY POLICY

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5. The composition and specific functions of the Division Selection Committee (DSC) are in Enclosure No. 2.

6. To better facilitate the application process, a color-coding scheme shall be followed. All applicants must have their documents in a colored folder assigned to the position they are applying for. The color scheme is as follows:

Position	Color of Folder
Kindergarten	Green (Plastic)
Elementary	White (Paper)
Junior HS by Major	Paper Folder
English	Red
Science	Orange
Mathematics	Yellow
Social Studies	Green
Filipino	Violet
Values/EsP	Brown
MAPEH	Pink
TLE	Blue
Senior High School	Plastic Folder
Academic	White
TVL	Yellow

7. Immediate and wide dissemination of the content of this Memorandum is earnestly enjoined.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

CI 4/ci27

Encls.: as stated

Reference: DepEd Order No. 7 & 22, s. 2015
DepEd Order No. 29, s. 2002
DepEd Order No. 3, s. 2016

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT
POLICY
RECRUITMENT
SCHOOLS
SELECTION

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(Enclosure No. 1 to Division Memorandum No. _____, s. 2020)

**Procedure in the Recruitment and Evaluation of Teacher I Positions for
Kinder to Senior High School for SY 2020-2021**

Process	Date	Tasks
1. Organization of the School Screening Committee (SSC)	Jan. 20-23, 2020	<p>The school shall organize and submit the composition of the SSC for the approval of the Schools Division Superintendent (SDS) on or before January 24, 2020 in accordance to paragraphs 6.2.1.1 and 6.2.1.2 of DepEd Order No. 7, 2015.</p> <p>The Chair of the EEC shall discuss with the members of the committee the contents of the Hiring Guidelines in <i>toto</i>.</p>
2. Submission and evaluation of documents and assigning of points for Education, Teaching Experience and LET/PBET Rating	January 27 to February 28, 2020	<p>Applicants from other schools/divisions shall be encouraged to apply in their respective divisions in observance of the localization law or be informed that they will be the last priority in hiring.</p> <p>The applicant's documents shall be received by the School Screening Committee (SSC). The applicant shall provide two (2) sets of documents, all photocopied in A4-sized bond paper. The folder shall be properly labeled as follows:</p> <p style="text-align: center;">PERTINENT DOCUMENTS OF:</p> <p>NAME OF APPLICANT: LEVEL: Kindergarten / Elementary / Junior HS (indicate Major/Specialization) / Senior HS (indicate kind of Track)</p> <p>Copy for: (1 folder for School and 1 folder for SDO)</p> <p>The School Screening Committee, upon receipt of the pertinent documents of the applicant shall ensure that the two (2) folders have exactly the same content of documents. These documents must be properly labeled with dog-ears/side tabbing sequenced and arranged by number as enumerated in paragraph 5.2 of DepEd Order No. 7, s. 2015. The SSC shall immediately give 3 sets of Form 1A and Form 1B to the applicant. The distribution of these forms shall be: 1 copy for the SSC; 1 for DSC and 1 for the Applicant.</p> <p>The applicant shall accomplish the personal information part of Form 1A and Form 1B (Applicant's Individual Rating Sheet). Part II of Form 1A shall be accomplished by the SSC and shall be signed by the SSC and the Applicant.</p> <p>The second and third copies of Form 1A shall be attached in the inside-left portion of the applicant's folder labeled COPY for SDO and COPY for SCHOOL, respectively.</p>

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Process	Date	Tasks
		<p>The teacher applicant shall ensure that he/she has a receiving copy of the Application Documents stamped received by the School Screening Committee in the Application Letter.</p> <p>The SSC shall verify the authenticity and completeness of the documents and encode the applicants' names, address, course training experience, LET/PBET rating, experiential learning course (Field Study shall be considered), specialized training and skills based on certificates.</p> <p>The applicant shall provide the computation of his/her General Weighted Average (GWA) printed in excel form available in this link: http://deped.in/GWAComputation. This must be accomplished prior to submission of documents, otherwise the application will not be accepted. After encoding the grades, the form shall be printed, signed by the applicant and attached in the TOR. The computed grades will be validated by the SSC upon submission of documents.</p> <p>SSC shall detail the teaching experience of the applicant in the Form 1A. All claims for experience shall be supported by documents and appreciated based on the guidelines. The SSC shall give the points equivalent to the teaching experience of the applicant as supported by the documents submitted.</p> <p>The equivalent points indicated in paragraph 7.3 of DO No. 7, s. 2015 shall be used to get the LET/PBET rating.</p>
3. Consolidation of Documents and Filling-out of Required Forms		
School	March 2-4, 2020	<p>The SSC shall consolidate the application documents of all the applicants in their school. The raw scores in Education, Teaching Experience and PBET/LET rating shall be encoded in the Form 2 (School Consolidated Report in the Hiring of Teachers). The school with no applicant shall also submit the Form 2 and indicate NO APPLICANT.</p> <p>The SSC shall submit all the applicant's folders with label COPY FOR SDO as well as the Form 2 to the District.</p>
District	March 5-6, 2020	<p>The District IT Coordinator and/or District Clerk shall consolidate the report submitted by the SSC. The District IT Coordinator and/or District Clerk will accomplish Form 3 (District Consolidated Report in the Hiring of Teachers) for both Kinder, Elementary, Junior HS and Senior HS.</p>

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Process District	Date	Tasks
	March 9, 2020	The PSDS shall transmit the Form 3 to the Division Selection Committee (DSC) thru email (bataan@deped.gov.ph) The PSDS shall ensure that the Form 3 has been evaluated and checked for submission to the DSC.
4. Administration of English Proficiency Test and Mental Ability Test	March 16, 2020	<p>The DSC shall coordinate with the DepEd Bureau of Evaluation and Assessment (BEA) to request schedule of the conduct of English Proficiency Test for all the Applicants who were not able to get their EPT given last October 2019 at T.Pinpin MES. Once confirmed, DSC shall issue announcement through a Division Memorandum, Facebook Page and SDO Website as to the final schedule of the 2nd batch of EPT. The venue of the test is at Tomas Pinpin MES, Abucay, Bataan. Applicants are required and expected to frequently update on this announcement as there will be no more special EPT that will be administered in the SDO Bataan.</p> <p>The result of the EPT will be available at the SDO-SGOD-SM&ME.</p>
5. Evaluation of Specialized Training, Conduct of Interview and Demonstration Teaching	March 11 to April 4, 2020	<p>The evaluation of specialized training, conduct of interview and demonstration teaching will be held all in one (1) day based on the schedule to be set by the DSC. The DSC will seek the assistance of the Education Program Supervisors in the CID and other personnel in the SGOD to provide support in the Demonstration Teaching and Interview.</p> <p>Applicants are required to provide all the materials needed to perform the demonstration of skills for the specialized training which must be supported by appropriate training certificate.</p>
6. Finalization of the Registry of Qualified Applicants (RQA)	April 6-11, 2020	<p>Once DSC has received the result of the English Proficiency Test (EPT) from BEA, finalization of RQA will be held anytime from 2nd or 3rd week of April 2020. The Initial RQA will be posted in the SDO Website (www.depedbataan.com), DepEd Bataan Facebook Page.</p> <p>Applicants will be given time to check their scores before the FINAL RQA is released. The initial RQA will be posted for 1 Week. Applicants shall access this link: http://deped.in/SDOBataanHiring to send their messages for clarification and correction.</p> <p>NO PERSONAL FOLLOW-UP in the SDO shall be entertained unless instructed and required to do so by the Division Selection Committee.</p>

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Process	Date	Tasks
		Posting of INITIAL RQA is on the 3rd or 4th week of April 2020 as the case maybe.
7. Submission and Approval of the Registry of Qualified Applicants to the Schools Division Superintendent	4th week or 1st week of May	<p>Per paragraph 8.10 of D.O No. 7, s. 2015, RQA should be ready by last week of April of every year. However, in the event that the result of the <u>EPT</u> is released later than expected, DSC shall submit the FINAL RQA to the Schools Division Superintendent (SDS) for APPROVAL on the 1st week of May 2020.</p> <p>Immediately after the SDS approved the FINAL RQA, the same shall be posted in the SDO website and DepEd Bataan Facebook Page.</p>
8. Appointment of Qualified Applicants	2nd or 3rd week of May 2020	<p>APPLICANTS WILL BE ADVISED TO REPORT TO THE SCHOOL OR DISTRICT. FURTHER, APPLICANTS ARE ADVISED NOT TO MAKE PERSONAL FOLLOW-UP IN THE SDO</p> <p>If SDO still has available Teacher I position and there is a need to augment qualified applicants with greater teacher requirements, DepEd Order No. 22, s. 2015 will be used.</p>

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(Enclosure No. 2 to Division Memorandum No. , s. 2020)

Division Selection Committee (DSC)

The Division Selection Committee shall be composed of the following:

For Elementary School:		
Chair	Dr. Roland M. Fronda, CESE OIC-Asst. Schools Division Superintendent	
Members	1. Jacqueline C. Tuazon 2. Evelyn V. Mendoza 3. Mila D. Calma 4. Jane Robles 5. 6. Danilo Banal	EPS – EsP EPS – TLE EPS – Filipino PESPA President DFPTA President BPSTE A President
	Anthony Glenn P. Gacutan	ADAS II

For Junior High School:		
Chair	Dr. Roland M. Fronda, CESE OIC-Asst. Schools Division Superintendent	
Members	1. Ilynne S. Samonte 2. Maria Teresa C. Perez 3. Jean A. Lintag 4. Ludivina S. Omania 5. 6. Danilo Banal	EPS – English EPS – MAPEH EPS – ALS BOPSSA President DFPTA President BPSTE A President
	Anthony Glenn P. Gacutan	ADAS II

For Senior High School:		
Chair	Dr. Roland M. Fronda, CESE OIC-Asst. Schools Division Superintendent	
Members	1. Danilo C. Caysido 2. Edwin R. Bermillo 3. Romeo M. Layug 4. Edgar E. Garcia 5. Jane Robles 6. 7. Danilo Banal	EPS – Mathematics EPS – Science EPS – Araling Panlipunan EPS – LRMD S PESPA President DFPTA President BPSTE A President
	Anthony Glenn P. Gacutan	ADAS II

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(Enclosure No. 3 to Division Memorandum No. _____, s. 2020)

Date: _____

**OMNIBUS CERTIFICATION OF AUTHENTICITY
AND VERIFICATION OF DOCUMENTS**

**The School Screening Committee and
The Division Screening Committee**

Sir/Madam:

Pursuant to DepEd Order No. 7, s. 2015 entitled "Hiring Guidelines for Teacher I Positions Effective School Year 2015-2016", the undersigned applicant who is a holder of professional license from the Professional Regulation Commission as teacher hereby respectfully submits his/her written application supported by the following documents:

1. CSC Form 212 (revised 2017) in two (2) copies with the latest 2x2 ID picture;
2. Certified photocopy of PRC professional identification card;
3. Certified photocopy of ratings obtained in the Licensure Examination for Teachers/Professional Board Examination for Teachers;
4. Certified copy of transcript of records for baccalaureate degree and post-graduate degrees;
5. Copies of service record/certificate of employment, performance rating, and school clearance for those with teaching experience;
6. Certificate of specialized training, if any, like computer literacy, journalism, theater arts, National Certificate (NC I or NC II), etc.;
7. Certified copy of Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee; and
8. NBI Clearance

The undersigned applicant assumes full responsibility and accountability on the validity and authenticity of the foregoing documents submitted and commits that any violation will automatically disqualify the undersigned applicant from the selection process.

Very truly yours,

Signature over printed name

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BEFORE ME, a Notary Public for and in the City of _____, Philippines this
_____ personally appeared _____ with his/her
Community Tax Certificate No. _____ issued at
_____ on _____ known to me and to me
known to be the same person who executed the foregoing instrument and he/she
acknowledged to me that the same is his/her own free and voluntary act and deed.

Doc. No. _____ :
Page No. _____ :
Book No. _____ :
Series of 2020.

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(Enclosure No. 3 to Division Memorandum No.____, s. 2020)

Date: _____

**OMNIBUS CERTIFICATION OF AUTHENTICITY
AND VERACITY OF DOCUMENTS**

**The School Screening Committee and
The Division Screening Committee**

Sir/Madam:

Pursuant to DepEd Order No. 3, s. 2016 entitled "Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017", the undersigned applicant hereby respectfully submits his/her written application supported by the following documents:

1. 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;
2. CSC Form 212, Revised 2017 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture;
3. Certified photocopy of certificates of relevant specialized trainings, if any
4. Certified copy of Voter's ID and/or any proof of residency
5. National Bureau of Investigation (NBI) clearance
6. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
7. Certified photocopy of Diploma on Bachelor's Degree
8. Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject
9. Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration /license
10. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
11. Technical Education and Skills Development Authority (TESDA) National Certificate (NC)
12. Certified photocopy of Trainers Methodology Certificate (TMC), if available
13. Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild
14. Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI

The undersigned applicant assumes full responsibility and accountability on the validity and authenticity of the foregoing documents submitted and commits that any violation will automatically disqualify the undersigned applicant from the selection process.

Very truly yours,

Signature over printed name

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•Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

QUALITY POLICY

- I. Providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
- II. Considering and meeting all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results.
- III. Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
- IV. Continually improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



ISO 9001: 2015 CERTIFIED



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

SCHOOLS DIVISION OFFICE OF BATAAN



Website: www.depedbataan.com | email: bataan@deped.gov.ph | FB Page: <https://www.facebook.com/DepedBataan>
Telephone / Fax : 047-2372102 | Address: Bataan Provincial Capitol Compound, Balanga City 2100

BEFORE ME, a Notary Public for and in the City of _____, Philippines this
_____ personally appeared _____
with his/her Community Tax Certificate No. _____ issued at
_____ on _____ known to me
and to me known to be the same person who executed the foregoing instrument and he/she
acknowledged to me that the same is his/her own free and voluntary act and deed.

Doc. No. _____:

Page No. _____:

Book No. _____:

Series of 2020.

Page 2 of 2

“WE MOULD HEROES”

VISION

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment
- Teachers facilitate learning and constantly nurture every learner
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

QUALITY POLICY

- Providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
- Considering and meeting all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results.
- Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
- Continually improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



ISO 9001: 2015 CERTIFIED

APPLICANT'S INDIVIDUAL RATING SHEET

(Kinder to Junior High School)

Form 1 A									
Part I		<i>To be accomplished by the applicant</i>							
Unique Application Number: <small>(if known)</small>									
Name of Applicant:									
<small>(Surname)</small> <small>(First Name)</small> <small>(Middle Name)</small>									
Level: <small>(Check and specify)</small>		<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Elementary	<input type="checkbox"/> Junior HS	<input type="checkbox"/> Major	<input type="checkbox"/> Minor			
Specialization (TLE):									
Complete Address:									
Mobile Number/s:									
Email Address:				Facebook Account Name:					
Part II		<i>To be accomplished by the School Screening Committee</i>							
I. EDUCATION (20 Points)						Points Earned:			
General Weighted Average									
Equivalent Points									
Master's Degree									
Doctorate									
II. TEACHING EXPERIENCE (15 Points)						Points Earned:			
III. LET/PBET RATING (15 Points)						Points Earned:			
Rating:				Equivalent:					

This is to certify that we, the members of the School Screening committee has received the application folder of _____ containing documents enumerated in paragraph 5.2 of DepED Order No. 7, s. 2015 in connection with Hiring of Kindergarten to Junior School Teaching Positions for SY 2020-2021 in the SDO Bataan.

CERTIFIED TRUE AND CORRECT:

SCHOOL SELECTION COMMITTEE		
POSITION	NAME	SIGNATURE
Chairman:		
Member:		
Member:		
Member:		
Member:		
Date:		

Conforme:

Signature of Applicant over Printed Name

Date

Form 1 B**Part I***To be accomplished by the applicant***Unique Application Number:** (if known)**Name of Applicant:**

(Surname)

(First Name)

(Middle Name)

Level: (Check and specify)

Kindergarten

Elementary

Junior HS

Major

Minor

Specialization (TLE):**Complete Address:****Mobile Number/s:****Email Address:****Facebook Account Name:****Part III***To be accomplished by the Division Screening Committee***IV. SPECIALIZED TRAINING AND DEMO OF SKILLS (10 Points)****Points Earned:****V. INTERVIEW (10 Points)****Points Earned:**

Personality (5 points)

Potential (5 points)

VI. DEMONSTRATION TEACHING (15 Points)**Points Earned:****VII. ENGLISH PROFICIENCY TEST (15 Points)****Points Earned:**

Score

Percentage

Weighted Points

Grand Total:**CERTIFIED TRUE AND CORRECT:****DIVISION SELECTION COMMITTEE**

POSITION	NAME	SIGNATURE
CHAIRMAN: ASDS		
MEMBER: EPS		
MEMBER: EPS		
MEMBER: EPS		
MEMBER: PESPA/PASSA		
MEMBER: PTA		
MEMBER: TEACHER'S CLUB		
DATE:		

(Accomplished in triplicate)

APPLICANT'S INDIVIDUAL RATING SHEET
(Senior High School)

Form 1 A									
Part I		<i>To be accomplished by the applicant</i>							
Unique Application Number: (if known) _____									
Name of Applicant: _____									
(Surname) (First Name) (Middle Name)									
Level: (Check and specify)		<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Elementary	<input type="checkbox"/> Junior HS	<input type="checkbox"/> Major	<input type="checkbox"/> Minor			
<i>Others:</i>									
Track Applied for:		<input type="checkbox"/> ACAD	<input type="checkbox"/> TVL	<input type="checkbox"/> Sports	<input type="checkbox"/> Arts and Design				
Specialization: _____					Category: _____				
Complete Address: _____									
Mobile Number/s: _____									
Email Address: _____					Facebook Account Name: _____				
Part II		<i>To be accomplished by the School Screening Committee</i>							
I. EDUCATION (20 points- ACAD, 15 points – TVL/Arts and Design/Sports)						Points Earned:			
General Weighted Average									
Equivalent Points									
Master's Degree									
Doctorate									
II. TEACHING/INDUSTRY/ WORKPLACE EXPERIENCE (15 points –ACAD, 20 points – TVL/Arts and Design/Sports)						Points Earned:			

This is to certify that we, the members of the School Screening committee has received the application folder of _____ containing documents enumerated in paragraph 5.2 of DepED Order No. 3, s. 2016 in connection with Hiring Senior High School Teaching Positions for SY 2020-2021 in the SDO Bataan.

CERTIFIED TRUE AND CORRECT:

SCHOOL SELECTION COMMITTEE		
POSITION	NAME	SIGNATURE
Chairman:		
Member:		
Member:		
Member:		
Member:		
Date: _____		

Legend:	CATEGORY
Academic and Core Subjects	Technical-Vocational & Livelihood
Group I-A (English & Research)	Group IV-A (TVL-Agri & Fishery)
Group I-B (Filipino at Pananaliksik)	Group IV-B (TVL-Industrial Arts)
Group I-C (HUMSS/Philosophy)	Group IV-C (ICT)
Group I-D (Media & IT Literacy)	Group IV-D (Home Economics)
Group II - (ABM/ Entrep/ Immersion)	
Group III-A - (STEM & Gen. Math)	
Group III-B (STEM & Sciences)	
Group V -Sports/PE & Health)	
Arts & Design	
Group VI - Arts & Design	

Conforme:

Signature of Applicant over Printed Name

Date

(Accomplished in triplicate)

Form 1 B											
Part I		<i>To be accomplished by the applicant</i>									
Unique Application Number: (if known)											
Name of Applicant:											
(Surname) (First Name) (Middle Name)											
Level: (Check and specify)		<input type="checkbox"/> Kindergarten		<input type="checkbox"/> Elementary		<input type="checkbox"/> Junior HS		<input type="checkbox"/> Major		<input type="checkbox"/> Minor	
<i>Others:</i>											
Track Applied for:		<input type="checkbox"/> ACAD		<input type="checkbox"/> TVL		<input type="checkbox"/> Sports		<input type="checkbox"/> Arts and Design			
Specialization:						Category:					
Complete Address:											
Mobile Number/s:											
Email Address:						Facebook Account Name:					
Part III		<i>To be accomplished by the Division Screening Committee</i>									
III. SPECIALIZED TRAINING AND DEMO OF SKILLS (10 points – ACAD, 20 points – TVL, 15 points – Arts and Design/Sports)								Points Earned:			
IV. INTERVIEW (15 Points)								Points Earned:			
Personality (5 points)											
Potential (5 points)											
V. ENGLISH COMMUNICATION SKILLS (10 points – ACAD, 5 points – TVL/Arts and Design/Sports)								Points Earned:			
Score											
Percentage											
Weighted Points											
VI. Portfolio/Outstanding Achievements (10 points – ACAD/TVL, 15 points –/Arts and Design/Sports)								Points Earned:			
VII. DEMONSTRATION TEACHING (20 points- ACAD, 15 points – TVL/Arts and Design/Sports)								Points Earned:			
Grand Total:											

CERTIFIED TRUE AND CORRECT:

DIVISION SELECTION COMMITTEE		
POSITION	NAME	SIGNATURE
CHAIRMAN: ASDS		
MEMBER: EPS		
MEMBER: EPS		
MEMBER: EPS		
MEMBER: PESPA/PASSA		
MEMBER: PTA		
MEMBER: TEACHER'S CLUB		
DATE:		