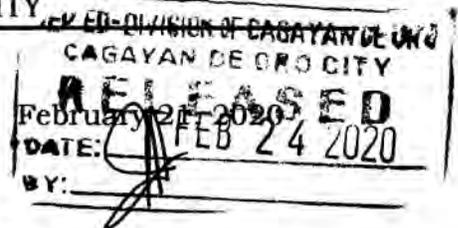




Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Division Memorandum  
No. 127 s. 2020



**Submission of Authenticated, Verified and Validated Documents for the SY 2020-2021 Ranking of Teacher I Positions**

To: Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
School Screening Committee  
Division Selection Committee  
This Division

1. To systematize the submission of authenticated, verified and validated application documents for the SY 2020-2021 Ranking of Teacher I Positions, schools (both elementary and secondary) shall forward all application documents with attached Teacher Applicant's Summary of Rating (see Enclosure 1) to the District Offices **on or before March 3, 2020**.
2. The Central School Principals shall prepare a Consolidated List of Teacher I Applicants (see Enclosure 2) and submit the same with the application documents **on or before March 4, 2020**.
3. Further, the Central School Principals shall e-mail the Consolidated List of Teacher I applicants, in excel format, to **adepedcdo@gmail.com**.
4. Soft copies of the Teacher Applicant's Summary of Rating and the Consolidated List of Teacher I Applicants shall be downloaded from **<http://deped.in/summaryofemplate>**. No other templates shall be used.
5. All school heads are enjoined to strictly follow the timelines stipulated in Division Memorandum No. 85, s. 2020.
6. For compliance.

**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (08822)-8550048  
Email: [cagayandoro@deped.gov.ph](mailto:cagayandoro@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 REGION X  
 DIVISION OF CAGAYAN DE ORO CITY

**TEACHER APPLICANT'S SUMMARY OF RATING**

Name of Applicant: \_\_\_\_\_ Applicant No. \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact No. \_\_\_\_\_  
 School Applied: \_\_\_\_\_  
 Baccalaureate Degree: \_\_\_\_\_  Elementary  
 Major: \_\_\_\_\_  Secondary

**A. School Screening Committee**

**Checklist of required documents:**

<input type="checkbox"/> Letter of Intent
<input type="checkbox"/> CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
<input type="checkbox"/> Certified photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office.
<input type="checkbox"/> Certified photocopy of ratings obtained in the Licensure Examination for Teacher (LET)/Professional Board Examination for Teachers (PBET)
<input type="checkbox"/> Certified copy of transcript of records.
<input type="checkbox"/> Copies of service records, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability.
<input type="checkbox"/> Certificates of specialized training.
<input type="checkbox"/> Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee.
<input type="checkbox"/> NBI Clearance
<input type="checkbox"/> Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.

**We verify and certify the completeness, veracity, accuracy and authenticity of the above listed documents:**

\_\_\_\_\_  
 (Chairman)                      (Member 1)                      (Member 2)                      (Member 3)                      (Member 4)

**B. Division Selection Committee**

	<b>POINTS</b>
<b>1. Education (20 pts.)</b> GPA _____ MA _____ PhD _____	_____
<b>2. Teaching Experience (15 pts.)</b> Years _____ Months _____	_____
<b>3. LET/PBET Rating (15 pts.)</b> Rating _____	_____
<b>4. Specialized Training Skills (10 pts.)</b> _____	_____
<b>5. Interview (10 pts.)</b>	_____
<b>6. Demonstration Teaching (15 pts.)</b>	_____
<b>7. Communication skills (15 pts.)</b> Percentage Score _____	_____
<b>TOTAL</b>	_____

**We certify to the correctness of the documents evaluated:**

\_\_\_\_\_  
 (Chairman)                      (Member 1)                      (Member 2)                      (Member 3)                      (Member 4)

\_\_\_\_\_  
 Applicant's Name & Signature







