



July 21, 2016

DIVISION MEMORANDUM
No. 310, s. 2016

Senior High School Teacher-Application to Schools

To: All Senior High School Heads
This Division

1. In order to address the issues on availability of qualified teacher-applicants for Senior High School Teachers in this Division, this Office directs all Senior High School Heads to look for and accept applications of qualified SHS teacher-applicants for their respective schools. This is open to teachers from *inside* or *outside* of DepEd.
2. SHS Teacher-Applicants shall be directed to submit pertinent documents based on DepEd Order 3, s. 2016 to be enclosed in a RED folder (2 sets of copies/2 folders, 1 copy for the school, 1 copy for the Division office) to the school of his/her choice. The said pertinent documents shall be screened by the respective Senior High School Head together with the School Screening Committee following the guidelines for Hiring Senior High School Teachers stipulated in DO 3, s. 2016. Deliberation sheet to be used for screening is enclosed in this memorandum.
3. Further, Senior High School Heads are directed to consider the number of teachers need to be deployed in their respective schools as stated in the enclosed SHS Data and the teachers' field of specialization with a minimum of 6 units in Master of Arts/ Master of Science in their respective majors (as reflected in their Transcript of Records) as basis for hiring.
4. The final evaluation of documents shall be conducted by the Division Selection Committee, thus, respective Senior High School Heads shall submit the pertinent documents (1 folder) (*attached to it are the deliberation sheet with corresponding scores signed by the SHS School Head and School Screening Committee and the SHS Applicants Profile Form*) to the Division Office c/o Gerry P. Madrid, EPS-II SGOD Office. Deadline of submission is on **August 10, 2016.**
5. The date and venue of the English Proficiency Test (EPT) for the Teacher-Applicants shall be announced in a separate memo.
6. For information and compliance.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CLL/mdb

DELIBERATION SHEET FOR TEACHER APPLICANT (SENIOR HIGH SCHOOL)

Name: _____
(Last Name)
(First Name)
(Middle Name)

School Applied: _____ Contact No.: _____

Home Address: _____

B. FOR THE DIVISION SELECTION COMMITTEE:

CRITERIA: Academic and Core Subjects (Groups IA, IB, IC, ID, II, IIIA & IIIB)				POINTS	TOTAL
a)	Education (20 points)	Baccalaureate: _____	Master: _____	Doctorate: _____	
b)	Teaching/Industry/Workplace Experience (15 points)	Years: _____	Months: _____		
c)	Specialized Training (10 points)	Place of Training: _____	Duration - No. of Days: _____	Additional Certifications: _____	
d)	Eligibility: _____	Proposed Position: _____	Rating: _____	Salary Grade: _____	
e)	Portfolio/Outstanding Achievements (10 points)				
	CATEGORIES	SubNational	National	International	
	1) Published Works				
	2) Recognized Innovations in Research and Development				
	3) Prizes, Awards, Recognitions, Letter of Commendation				
f)	Interview (15 points)	Teaching Ability: ----->	Classroom Management: ----->	School Fit: ----->	
g)	Demonstration Teaching (20 points)				POINTS
	LESSON PLANNING AND PREPARATION	1) Selecting Instructional Objectives			
		2) Mapping Coherent Instruction			
		3) Instructional Materials, Resources and Technology			
	CLASSROOM MANAGEMENT	1) Managing Classroom Procedures			
		2) Organizing Physical Space			
	TEACHING-LEARNING PROCESS	1) Knowledge of Content and Pedagogy			
		2) Questioning and Discussion Skills			
		3) Students' Learning			
		4) Students' Response to Activities			
		5) Learning Activities			
	LANGUAGE PROFICIENCY	1) Use of Language			
		2) Conveyance of Information and Ideas			
	ASSESSMENT OF LEARNING OUTCOMES	1) Congruence with Instructional Objectives			
		2) Assessing of Student Learning			
	REINFORCEMENT OF LEARNING	1) Providing Opportunities to Strengthen Students' Performance			

SUB-TOTAL POINTS EARNED: _____

I CERTIFY THAT THE SUB-TOTAL OF MY POINTS EARNED WAS CLEARLY SHOWN TO ME.

Teacher Applicant

h) English Communication Skills (10 points) conducted by BEA	% Score: _____		
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GRAND TOTAL POINTS EARNED: _____

I CERTIFY THAT THE GRAND TOTAL OF MY POINTS EARNED WAS CLEARLY SHOWN TO ME.

Teacher Applicant

WE CERTIFY TO THE COMPLETENESS, VERACITY, ACCURACY AND AUTHENTICITY OF THE DATA CONTAINED HEREIN.

Division Selection Committee:

EPS 1, Member

DAPSHII President, Member

Member

Member

Member

ASDS, Chairman

Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City

SENIOR HIGH SCHOOL APPLICANTS PROFILE
(for the use of PSB and SDS)

Name: _____
Address: _____

Education:

College Degree (as reflected in TOR) : _____
Major: _____
Minor: _____
School : _____

College Degree (as reflected in TOR) : _____
Major: _____
Minor: _____
School: _____

MA/MS: _____
School: _____

Doctoral: _____
School: _____

LET: _____ with licence _____ without Licence

Employment Status: _____ currently connected with HEI
_____ from JHS of public schools
_____ new applicant

SHS Subject Groups (see application letter and TOR)

- _____ HUMSS
- _____ ABM
- _____ STEM
- _____ TVL
- _____ Sports
- _____ Arts and Design

Prepared by : _____

SENIOR HIGH SCHOOL ENROLMENT DATA

No.	ID	School Name	Total Enrolment as of July 15, 2016	No. of Sections (first semester Only)	Teacher /s Need (Based from the sections)	SHS Deployed/ existing teacher	Teachers Need to be deployed
1	304059	Alubijid NCHS	464	11	15	6	10
2	304078	Laguindingan NHS	405	10	16	7	10
3	304089	Medina NCHS	376	8	14	5	9
4	304094	Opol NSTS	293	7	12	5	7
5	304093	Talisayan NHS	274	7	12	5	7
6	304076	Kibungsod NHS	261	6	9	3	6
7	304072	Initao NCHS	259	8	12	5	8
8	304096	Salay NHS	259	6	9	4	5
9	304073	Jasaan NHS	250	5	8	2	4
10		SHS within TESDA Site	243	5	14	4	10
11	304079	Libertad NHS	196	6	9	4	5
12		SHS within Maputi ES	181	5	9	3	6
13	304061	Baliwagan NHS	154	4	6	1	5
14	304066	Consuelo NHS	145	3	5	4	1
15		SHS within Esperanza ES	120	3	5	2	3
16		SHS within Mantangale ES	108	2	4	2	2
17	315307	Manticao NHS	100	3	6	4	2
18	304101	Sugbongcogon NHS	93	2	4	2	2
19	304074	Kalingagan National HS	82	2	4	2	2
20		SHS within Sta. Ines ES	79	2	4	1	3
21	304095	Portulin NHS	76	2	4	1	3
22	304077	Kinoguitan National Agri'l HS	72	2	4	1+1	3
23	304064	Cabalantian NHS	71	2	4	1	3
24	315304	Lumbo NHS	65	2	4	1	3
25		SHS within Lagonglong CS	62	2	4	2	2
26	304088	Mat-i (Naawan) NHS	61	2	4	2	2
27	304097	San Isidro NHS	59	2	4	1	3
28	315317	Kalacapan NHS	55	2	4	0	4
29	304062	Binuangan NHS	52	2	4	1	3
30	304069	Dr. Gerardo Sabal MNHS	51	2	4	0	4
31	304081	Lourdes Alubijid NHS	51	2	4	1	3
32		SHS within San Martin ES	46	1	4	1	3
33	304086	Matangad NHS	36	1	2	1	1
34		SHS within Mambayaan ES	33	2	6	2	4
35	315309	Aposkahoy NHS	31	1	2	1	1
36	315306	Rosario NHS	31	1	2	1	1
37	315302	Danao NHS	30	1	2	1	1
38	304087	Mat-i NHS (Claveria)	27	1	2	1	1
39	304080	Looc NHS	25	1	2	1	1
40	304071	Hinaplanan NHS	24	1	2	1	1
41		SHS within Tagoloan CS	20	1	2	1	1
42	304099	Sta Ana NHS	19	1	3	1	2

43	304098	San Juan NHS	18	1	2	1	1
44	304083	Malagana NHS	17	1	2	1	1
45	315315	Tambobong-Balacanas NHS	17	1	2	1	1
46	315301	Bagocboc NHS	16	1	2	1	1
47	500251	Lantad IS	9	1	2	0	2
Total			5,416	143		98	163