



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO
 NAZARENE VILLE ELEMENTARY SCHOOL
 SAN ROQUE, ANTIPOLO CITY

Office of the Principal

February 29, 2024

SCHOOL UNNUMBERED MEMORANDUM

DOCUMENT EVALUATION FOR TEACHER I APPLICANTS

TO : All Members of the School Personnel Selection Board
 Ms. Glenda C. Arao – Master Teacher I
 Ms. Marichu J. San Jose – Master Teacher I
 Ms. Luz A. Quilang – Master Teacher I
 Mr. Reynaldo C. Bricia – School Officer-in-Charge
 Ms. Maybelle B. Navarrete – Teacher III
 Mr. Asnawi D. Pundoma - Administrative Officer II
 All Interested Elementary School Teachers
 Others Concerned

1. This Office announces the Initial Evaluation of submitted documents of Teacher I applicants for SY 2024-2025 in the City Schools Division Office of Antipolo – Nazarene Ville Elementary School.
2. The Qualification Standards (QS) of the said position are as follows:

Position	Salary Grade	Education	Experience	Training	Eligibility
Teacher I	11	Bachelor's Degree in Elementary Education: or Bachelor's Degree w/ 18 Professional Education units	None required	None required	RA 1080 (Teacher)

3. The recruitment and selection process for the vacant position shall follow the provision and criteria in **DepEd Order No. 7, S. 2023 re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education.**

CRITERIA	POINTS
Education	10
Training	10
Experience	10



Address: Cribs Compound, San Roque, Antipolo City
 Facebook Page: <https://www.facebook.com/DepEdTayoNVES109333/>
 Email Address: 109333@deped.gov.ph



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PBET/LET/ LEPT Training	10
PPST COI's (Classroom Observation / Demonstration Teaching) – to be conducted by the Division HRMPSB	35
PPST NCOI's – (Teacher Reflection) – to be conducted by the Division HRMPSB	25
TOTAL	100

4. The selection process will be held at the Principal's Office on **March 4, 2024** at **1:00 pm**.
5. This Office adheres to the existing *Equal Opportunity Principle (EOP)* espoused by the Civil Service Commission (CSC) which states that there shall be no discrimination based on gender identity, sexual orientation, disabilities, political affiliation, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
6. Immediate and wide dissemination of this memorandum is desired.


GEOFFREY T. UNIDA
School Principal I