



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

April 27, 2020

DIVISION MEMORANDUM

No. 115, s. 2020

**DRAFT REGISTRY OF QUALIFIED APPLICANTS (RQA) FOR TEACHING
POSITIONS, SCHOOL YEAR 2020-2021**


**To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. Please be informed that the drafts of the Registry of Qualified Applicants (RQA) for teaching positions, SY 2020-2021 are now available for viewing at the DepEd Division of Aklan official website **depedaklan.org**, Files section. The drafts will be taken down on May 9, 2020.
2. The objective of uploading these drafts is to give chance for applicants concerned to request for review of their points as explained during the orientation of applicants.
3. In light of COVID-19 situation, applicants should submit their letter of request for review via email with address at **rqaaklan@gmail.com**. Walk-in submission at the Division Office is **not allowed**. The letter should be addressed to:

**The Division Selection Committee
DepEd Division of Aklan
Poblacion, Numancia, Aklan**

4. The deadline of receiving emails is on May 8, 2020. Requests received after the deadline will not be entertained.
5. **The letter request should be sent as the email itself, NOT as attachment.** It may not contain the applicant's signature. However, it is presumed by the Committee that the applicant is the owner of the email account that he/she is using.
6. It should be brief and concise, and should specify the criterion/a which is/are requested for review, except for the points in Interview and Demonstration Teaching which are already final. Please find attached suggested format.

7. School heads are instructed to inform their teacher applicants of this information immediately through text message using the contact number provided by the applicant in their Personal Data Sheet or through other communication modes available.
8. Immediate and wide dissemination of and compliance with this Memorandum is enjoined.



MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects

APPOINTMENT EMPLOYMENT TEACHERS

MMDA/jrn

SUGGESTED FORMAT OF THE BODY OF THE LETTER REQUEST

- 1. Full Name of Applicant: _____
- 2. District: _____
- 3. RQA Level, Major/Specialization (specify if Regular or IPEd): _____
- 4. Active Mobile Number: _____

Criterion/a Requested for Review	Brief but specific explanation why you are requesting for a review in this criterion
1. <i>Example:</i> <i>Communication Skills</i>	<i>I took the EPT last September 2019 but my score in the draft is 0.</i>
2.	
3.	
4.	

