



January 3, 2018

**DIVISION MEMORANDUM**

No. 011 s. 2018

**RECRUITMENT PROCEDURES FOR TEACHER I AND SENIOR HIGH SCHOOL (SHS)  
TEACHER APPLICANTS FOR SY 2018-2019**

To: **Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Principals/Head Teacher In-Charge of the District  
Senior/Education Program Specialists  
Public Elementary, Secondary and Integrated School Heads  
All Others Concerned**

1. Pursuant to DepED Order No. 7, s. 2015 entitled "HIRING GUIDELINES FOR TEACHER I POSITIONSEFFECTIVE SCHOOL YEAR (SY) 2015-2016," DepED Order No. 3, s. 2016 "HIRING GUIDELINES FOR SENIOR HIGH SCHOOL (SHS) TEACHING POSITIONS EFFECTIVE SCHOOL YEAR (SY) 2016-2017," and DepED Order No. 32, s. 2016 "ADDENDUM TO DEPED ORDER NO. 3, s. 2016," please be informed of the recruitment procedures for Teacher I applicants in SPED, Kindergarten, Elementary, Junior High School and Senior High School Levels for SY 2018-2019.

2. An applicant for the **SPED, kindergarten, elementary or junior high school** levels shall submit to the head of the elementary or secondary school a written application with the following documents:

- a. CSC Form 212 (Revised 2005) in two copies with the latest 2x2 ID picture
- b. 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
- c. Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)
- d. Certified copy of transcript of records
- e. Copies of service record, performance rating, and school clearance for those with teaching experience. If unavailable, the applicant must submit a justification citing the reason/s for unavailability
- f. Certificates of specialized training, if any
- g. Certified copy of the Voter's ID and/or any proof of residency as deemed acceptable by the School Screening Committee
- h. NBI clearance
- i. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant

3. For **Senior High School**, an applicant shall submit to the head of the secondary school a written application with the following documents:

	<b>Applicants for Permanent Positions</b>	<b>Applicants for Part-Time Positions</b>
<b>Mandatory requirements</b>	<ul style="list-style-type: none"> <li>Letter of intent which shall indicate the following information:               <ol style="list-style-type: none"> <li>Statement of purpose/ expression of interest</li> <li>Subject group he/she intends to teach</li> <li>Preferred school(s), if any</li> </ol> </li> <li>CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture</li> <li>Certified photocopy of certificates of relevant specialized trainings, if any</li> <li>Certified copy of Voter's ID and/or any proof of residency</li> <li>National Bureau of Investigation (NBI) clearance</li> <li>Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>Certified photocopy of Diploma or Bachelor's degree</li> <li>Certified photocopy of Transcript of Records with at least 15 units of specialization in relevant strand/specialized subject</li> <li>Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration /license</li> <li>Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)</li> </ul>	<ul style="list-style-type: none"> <li>Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit.</li> </ul>
<b>Additional requirements for TVL teacher-applicants</b>	<ul style="list-style-type: none"> <li>Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught (e.g. NC-III in SMAW to teach SMAW-NC-II) or same level if there is no NC level higher. Exceptions are given to applicants for courses with no National Certificates (e.g. Handicraft courses)</li> <li>Certified photocopy of Trainers Methodology Certificate (TMC), if available</li> </ul>	

	<b>Applicants for Permanent Positions</b>	<b>Applicants for Part-Time Positions</b>
<b>Additional requirements for Arts and Design and Sports Tracks teacher-applicants</b>	<ul style="list-style-type: none"> <li>Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild</li> </ul>	
<b>Additional requirement</b>	<ul style="list-style-type: none"> <li>Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI</li> </ul>	

for HEI/TVI  
faculty who  
are teacher-  
applicants.

**Note: A Senior High School teacher applicant shall submit separate sets of folders for each track/strand/specialization that he/she intends to apply.**

4. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the omnibus certification of authenticity. **Any violation will automatically disqualify the applicant from the selection process.**
5. Moreover, attached are Enclosures 1, 2, 3, 4 and 5 for your reference. For Senior High School, the soft copies of the Summary Evaluation Forms shall be provided to all districts.
6. More information about DepED Order No. 7, s. 2015, DepED Order No. 3, s. 2016, and DepED Order No. 32, s. 2016, may be downloaded and/or read from DepED website at [www.deped.gov.ph](http://www.deped.gov.ph).
7. An orientation for applicants will be held on January 16, 2018, 8:00 AM, venue to be announced later.
8. The timeline which is Enclosure No. 1 to this memorandum should be posted at a conspicuous place in all schools and districts.
9. Immediate dissemination of this Memorandum is strongly desired.

**Dr. ERNESTO F. SERVILLON, JR., MNSA, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosures: Timeline for the Recruitment Procedures  
Composition of Division Sub-Committee, Division Selection Committee in the District, and Division Selection Committee  
Summary Evaluation Form (Kindergarten and Elementary Level)  
Summary Evaluation Form (Secondary Level)  
Table of Contents of Documents for Senior High School Applicants

References: DepED Order No. 7, s. 2015; DepED Order No. 3, 2016; DepED Order 32, s. 2016

Attachment: 1 (RO 12.94)

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT, TEACHERS

JRN

**TIMELINE FOR THE RECRUITMENT PROCEDURES FOR TEACHER I AND SENIOR HIGH SCHOOL (SHS) TEACHER APPLICANTS FOR SY 2018-2019**

DATE/S	ACTIVITIES
January 8-17, 2018	Applicants submit folders containing letter of application and supporting documents to the school head. Each folder should be properly bound, with table of contents and pagination/tabbing.
January 10, 2018	Division Testing Committee (SEPS Rita M. Rey) calls and requests BEA for EPT schedule.
January 10, 2018	School Heads concerned, through the PSDS/PID/HTID, submit to the office of the SDS, the composition of the School Screening Committee, for issuance of designation order.
January 15, 2018	Division conducts orientation for SHS Division Selection Committee in the District (DSCD) on the conduct of review of documents, interview, validation of skills, and demonstration teaching.
January 16, 2018	1. Division conducts orientation for SHS Division Selection Committee in the District (DSCD) on the conduct of review of documents, interview, validation of skills, and demonstration teaching 2. Division conducts orientation for Applicants re: Recruitment Procedures for Teacher I and SHS Teacher Applicants for SY 2018-2019.
January 8-19 2018	School Screening Committee <b>reviews and authenticates</b> the documents submitted by the applicants based on Section 6.2.1 of DepED Order No. 7, s. 2015 and Section VI.2 of DepED Order No. 3, s. 2016.
January 22, 2018	School Screening Committee submits with <b>transmittal letter</b> the list of applicants together with their <b>complete documents</b> to the Division Sub-Committee/Division Selection Committee in the District with the <b>General Weighted Average (GWA)</b> of each applicant. <b>The folders should be bundled and labelled with district name and subject area/group.</b>
January 23, 2018	DSCD forwards with transmittal letter to the Division Selection Committee (DSC) through the Secretariat, the folders of applicants- <b>Division Copy</b> . <b>The folders should be bundled and labelled with district name and subject area/group.</b>
January 24, 2018	District submit to SGOD, attention: SEPS Rita M. Rey, the list of test-takers for English Proficiency Test.
January 15 to March 2018 (or until the EPT is conducted and results are	Division Testing Committee (SEPS Rita M. Rey) continually informs/requests/follows up BEA re EPT and updates the Division Selection Committee



received)	
January 29- February 15, 2018	<p>Division Selection Committee in the District (DSCD) rates the applicants as follows:</p> <ol style="list-style-type: none"> <li>1. For <b>SPED and TI applicants</b>, all criteria in the Summary Evaluation Form <b>EXCEPT Communication Skills</b></li> <li>2. For <b>SHS applicants</b>, all criteria in the Summary Evaluation Form <b>EXCEPT specialized training, English communication skills, and portfolio/outstanding achievements</b></li> <li>3. <b>DSCD conducts interview, demonstration teaching and, for K to 10 applicants, validation of special skills</b></li> </ol>
January 24 to February 2, 2018	Division Selection Committee rates the applicants on the criteria not rated by the DSCD
February 21, 2018	<p>Division Selection Committee in the District submits <b>(in soft and hard copies)</b> the results of individual rating of applicants, one for SPED, one for kindergarten, one for elementary level, one for secondary level by subject area, and another one for SHS by subject group. Only those files which follow the prescribed format will be accepted. All hard copies must be signed by all signatories. <b>For SHS applicants, the folders should be bundled by subject group.</b></p>
February 3-23, 2018	<ol style="list-style-type: none"> <li>1. Division Selection Committee <b>reviews and consolidates and incorporates EPT results</b> in the individual rating of applicants;             <ul style="list-style-type: none"> <li>1 for SPED,</li> <li>1 for kindergarten,</li> <li>1 for elementary level,</li> <li>1 for JHS by subject area, and</li> <li>1 for SHS by subject group,</li> </ul>             showing the scores they obtained in ALL applicable columns in the Summary Evaluation Form           </li> <li>2. <b>In addition, for SHS, the DSC should also submit the list of applicants who obtained total points of</b> <ul style="list-style-type: none"> <li>a. <b>65.00-69.99 per subject group and</b></li> <li>b. <b>below 65.00 per subject group.</b></li> </ul> </li> </ol>
February 24-27, 2018	Division Selection Committee prepares and signs the final RQAs.
February 28, 2018	<b>Publishes the Registry of Qualified Applicants (RQA), SY 2018-2019</b>

**Note:** All concerned are advised to strictly follow this timeline. However, this may be revised only by the Division Selection Committee if needed.

**COMPOSITION OF DIVISION SUB-COMMITTEE AND  
DIVISION SELECTION COMMITTEE FOR TEACHER I APPLICANTS**

**School Screening Committee**

Composition

- a. The Committee at the elementary level shall be chaired by the School Head with four (4) teachers as members. In the case of primary, incomplete elementary and multi-grade (MG) schools, the Committee shall be chaired by the cluster school head with four (4) teachers from the cluster schools as members.
- b. 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 (as needed based on the school's vacancies) shall be members.

For small secondary schools that do not have department Heads, the School Head shall be Committee Chair with four (4) subject leaders from different learning areas as members.

- c. Committee members shall be identified by the School Head using the abovementioned specifications. The School Head shall then transmit the Composition of the School Screening Committee to the Schools Division Superintendent for the issuance of a corresponding Designation Order.

**Division Sub-Committee**

For Kinder and Elementary Level

Public Schools District Supervisor/Principal-In-Charge of the District chairs with four (4) School Heads as members whose composition will be constituted by the PSDS/PID.

For Secondary Level

It shall be by specialization and chaired by a secondary school head with four (4) other school heads, whose composition will be selected/chosen by the Public Schools District Supervisor/Principal-In-Charge of the District.

## **DIVISION SELECTION COMMITTEE:**

### For Elementary Level and SPED-Elern For Junior HS and SPED-Sec

Chair – Jose Niro R. Nillasca  
Education Program Supervisor  
In-Charge, Office of the Assistant  
Schools Division Superintendent

Members – Dr. Mary Cherry Lynn M. Dalipe  
Education Program Supervisor  
Johann C. Cowalling  
Education Program Supervisor  
Dr. Emelda Q. Fuentes  
PESPA President  
Remia H. Donguines  
Division Level PTA Federation Pres.  
Division Teachers' Union President

Chair – Jose Niro R. Nillasca  
Education Program Supervisor  
In-Charge, Office of the Assistant  
Schools Division Superintendent

Members – Ma. Corazon R. Panaligan  
Education Program Supervisor  
Dr. Edselyn T. Bray  
Education Program Supervisor  
Ruby Agnes B. Estrada  
Education Program Supervisor  
Mr. Medsil C. Carrillo  
NAPSSPHL President  
Remia H. Donguines  
Division Level PTA Federation Pres.  
Division Teachers' Union President

### For Kindergarten Level:

Chair – Jose Niro R. Nillasca  
Education Program Supervisor  
In-Charge, Office of the Assistant  
Schools Division Superintendent

Members – Ariel Z. Zubiaga  
Education Program Supervisor  
Mrs. Nerissa M. Repaz  
Public Schools District Supervisor

Dr. Emelda Q. Fuentes  
PESPA President  
Remia H. Donguines  
Division Level PTA Fed. Pres.  
Division Teachers' Union President

### Secretariat

Chair - Marilyn F. Tacud, AO V  
Co-Chair - Ema S. Malayas  
Admin. Assistant III

### Members:

Maureen Kay S. Tarrayo ADAS II

Shiena R. Bondad ADAS II  
Mary Jean P. Sim ADAS II

**COMPOSITION OF DIVISION SELECTION COMMITTEE, THE DIVISION SELECTION COMMITTEE IN THE DISTRICT, AND THE SCHOOL SCREENING COMMITTEE FOR SENIOR HIGH SCHOOL TEACHER (SHS) APPLIANTS**

**A. DIVISION SELECTION COMMITTEE (SHS)**

Chair: Jose Niro R. Nillasca  
Education Program Supervisor  
In-charge, Office of the Asst. Schools Division Superintendent

Co-Chair: Dr. Dobie P. Parahinog  
Chief Education Supervisor – CID

Members:

Subject Group I and II, HUMSS and ABM  
Dr. Kyzil D. Lipar  
Education Program Supervisor  
Mrs. Ruby Agnes B. Estrada  
Education Program Supervisor  
Mr. Marth S. Tropa  
Education Program Supervisor

Subject Group II, STEM  
Dr. Mary Cherry Lynn M. Dalipe  
Education Program Supervisor  
Dr. Edselyn T. Biray  
Education Program Supervisor

Subject Group IV-A, TVL-Agri-Fisheries  
Mrs. Marivic L. Tolentino  
Education Program Supervisor  
Mrs. Nerissa M. Repaz  
Public Schools District Supervisor

Subject Group IV-B, TVL-Industrial Arts  
Miss Ma. Corazon R. Panaligan  
Education Program Supervisor  
Mr. Michael T. Rapiz  
Chief Education Supervisor

Subject Group IV-C, TVL-ICT  
Mr. Jose Niro R. Nillasca  
Education Program Supervisor  
Mr. Ariel Z. Zubiaga  
Education Program Supervisor

Subject Group IV-D, TVL-Home Economics  
Mrs. Marivic L. Tolentino  
Education Program Supervisor  
Mr. Johann C. Cawalling  
Education Program Supervisor



Subject Group V and VI: Sports and Arts and Design

Mrs. Rebecca R. Iborreta  
Education Program Supervisor  
Mr. Marth S. Tropa  
Education Program Supervisor

Member-Representatives:

Mr. Medsli C. Carillo  
NAPSSPHIL President

Dr. Profetiza I. Maatubang  
Dean, School of Teacher Education, Arts and Sciences  
Aklan Catholic College  
Academic Track

Mr. Roberto R. Arguelles  
School Director  
Panay Technological College  
Technical-Vocational-Livelihood Track

Mrs. Nynni Arwena G. Tamayo  
Executive Director  
Museo It Akean  
Arts and Design

Mr. Franklin L. Guimpo  
Sports Development Officer  
Province of Aklan  
Sports

Secretariat:

Chair - Edna R. Ayon  
Senior Education Program Specialist  
Co-Chair -Dr. Lellanie F. Sindigan  
Senior Education Program Specialist

Members – Mahnnie G. Tolentino  
Project Development Officer II  
Mary Jean P. Sim, ADAs II  
Sheno R. Bondad, ADAs II

**B. DIVISION SELECTION COMMITTEE IN THE DISTRICT**

Chair: Public Schools District Supervisor (PSDS)/  
Principal/Head Teacher In-Charge of the District (PID/HTID)

Members: (total of 4 members)

- Four (4) secondary/integrated school heads who shall be selected/chosen by the PSDS/PID/HTID
- Municipal PTA Federation President
- President of the District Teachers Association

### C. SCHOOL SCREENING COMMITTEE

Chair: School Head

Members: (5 members)

- a. Head Teacher for Core and/or Track subjects as needed based on the school's vacancies
- b. Three (3) teachers from the different learning areas as needed based on the school's vacancies
- c. President or authorized representative of the School Governing Council (SGC) of the Parents-Teachers Association (PTA)

The school head shall transmit the composition of the School Screening Committee to the office of the Schools Division Superintendent, through channels, for the issuance of corresponding designation order.

Department of Education  
Region VI - Western Visayas  
**DIVISION OF Aklan**  
Archbishop G.M. Reyes Street, Kalibo, Aklan

**RANKLIST OF QUALIFIED APPLICANTS FOR SCHOOL YEAR 2018-2019**

**SUMMARY EVALUATION FORM (Kindergarten)**

**MUNICIPALITY :**

RC	NAME OF CANDIDATE (Surname, first name, and all in capital letters)	BARANGAY	CONTACT NUMBER	AGE	SEX	DEGREE MAJOR MINOR	EDUCATION  20 PTS.	TEACHING EXPERIENCE  10 PTS.	LURIED RATING  10 PTS.	SPECIALIZED TRAINING AND SKILLS 10 PTS.		INTERVIEW  10 PTS.	ADMINISTRATION TEACHING  10 PTS.	ENGLISH/ PROFICIENCY  10 PTS.	TOTAL	RANK	REMARKS
										TRAINING	SKILLS						
										5 PTS.	5 PTS.						

**DIVISION SELECTION SUB-COMMITTEE**

\_\_\_\_\_  
\_\_\_\_\_  
Chairman

\_\_\_\_\_  
\_\_\_\_\_  
Member

\_\_\_\_\_  
\_\_\_\_\_  
Member

\_\_\_\_\_  
\_\_\_\_\_  
Member

\_\_\_\_\_  
\_\_\_\_\_  
Member

Department of Education  
Region VI - Western Visayas  
**DIVISION OF Aklan**  
Archbishop G.M. Reyes Street, Kalibo, Aklan

**RANKLIST OF QUALIFIED APPLICANTS FOR SCHOOL YEAR 2018-2019**

**SUMMARY EVALUATION FORM (Elementary Level)**

**MUNICIPALITY :**

SIC	NAME OF CANDIDATE (Surname, First Name) MT ALL IN CAPITAL LETTERS	BARANGAY	CORRECTION NUMBER	AGE	SEX	DEGREE MAJOR/ MINOR	EDUCATION 30 PTS.	TEACHING EXPERIENCE 15 PTS.	ETT/PBT RATING 15 PTS.	SPECIALIZED TRAINING AND SKILL 10 PTS.	INTERVIEW 10 PTS.	DEMONSTRATION TEACHING 15 PTS.	ENGLISH PROFICIENCY 15 PTS.	TOTAL	RANK	REMARKS

**DIVISION SELECTION SUB-COMMITTEE**

\_\_\_\_\_  
\_\_\_\_\_  
Chairman

\_\_\_\_\_  
\_\_\_\_\_  
Member

\_\_\_\_\_  
\_\_\_\_\_  
Member

\_\_\_\_\_  
\_\_\_\_\_  
Member

\_\_\_\_\_  
\_\_\_\_\_  
Member

Department of Education  
Region VI - Western Visayas  
**DIVISION OF Aklan**  
Archbishop G.M. Reyes Street, Kalibo, Aklan

**RANKLIST OF QUALIFIED APPLICANTS FOR SCHOOL YEAR 2018-2019**

**SUMMARY EVALUATION FORM (Secondary Level)**

**SPECIALIZATION :**

NO.	NAME OF CANDIDATE (Surname, First Name, MI) ALL IN CAPITAL LETTERS	BIRTHDAY	CONTACT NUMBER	AGE	SEX	Degree Major/ Minor	EDUCATION DO PTS	TEACHING EXPERIENCE LS PTS	LET/PRET EXCISE LS PTS	SPECIALIZED TRAINING AND EDSLS XX PTS	WORKING SS PTS	DEMONSTRATION TEACHING LS PTS	ENGLISH PROFICIENCY LS PTS	TOTAL	RANK	REMARKS

**DIVISION SELECTION SUB-COMMITTEE**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member



(To be placed in the first page of the folder)

Name of Applicant (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
 School where application was submitted: \_\_\_\_\_ District: \_\_\_\_\_  
 If already a DSHS employee, current position (if filled) 

Y1	Y2	Y3
----	----	----

 Others (specify): \_\_\_\_\_  
 If new to DSHS, name of current employer (if employed) \_\_\_\_\_ Position \_\_\_\_\_ Department \_\_\_\_\_

Submit Control Message — **UUCP only** 3[illegible]

**Notes:** 1. The applicant should submit a separate folder for every Subject Group wherein he/she intends to be ranked.

2. All applicable documents should be duly certified by the authorized personnel (School Head/Principal/Secretary, etc.).

Document	Tab Letter	(For use by the School Screening Committee, please check if present)
Letter of intent which shall indicate the following information: a. Statement of purpose/ motivation of interest b. Subject group he/she intends to teach c. Preferred school(s), if any	A	
• CSC Form 312, Revised 2017 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture	B	
• Certified photocopy of certificates of relevant specialized trainings 3 or more days per training, if any (Please include only those which are related to your specialization; list them down below)	C	
	C1	
	C2	
	C3	
	C4	
	C5	
	C6	
	C7	
	C8	
	C9	
	C10	
• Certified copy of Voter's ID and/or any proof of residency	D	
• National Bureau of Investigation (NBI) clearance	E	
• Genuine certification of authenticity and veracity of all documents submitted, signed by the applicant	F	
• Certified photocopy of ratings obtained in the Licensure Examination for Teachers (LET)/Professional Board Examination for Teachers (PBET)	G	

Document	Tab Letter	(For use by the School Screening Committee, please check if present)
• Certified photocopy of Transcript of Record (TOR) and Diploma or Bachelor's degree	H	
• Certified photocopy of Master's Degree course Transcript of Records with at least 8 units of specialization in relevant strand/specialized subject	I	
• Certified photocopy of Doctoral Degree course Transcript of Records with at least 8 units of specialization in relevant strand/specialized subject	J	
• Certified photocopy of Professional Regulation Commission (PRC) professional ID card/certificate of registration/license	K	
<b>For applicants for part-time positions:</b> Written approval from his/her head of unit if he/she is currently employed by the national government unit.	L	
<b>For TVL applicants:</b> Certified copy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) of at least one level higher than course to be taught in subject to be taught	M	
<b>For TVL applicants:</b> Certified copy of Teacher's Methodology Certificate/s, if any	N	
<b>For Arts and Design applicants:</b> Certified photocopy of Certification of Proficiency/Recognition from recognized and respectable relevant associations/organizations/guild, if any	O	
<b>For HEI/TVI faculty:</b> Certified photocopy of Certification of Status of Employment/Service record from HEI/TVI	P	
<b>For Academic personnel applicants from HEI:</b>  Certificate of Service Rendered and of Good Standing from his or her previous employer with the information listed below, if available: a. Employee's name b. Job title c. Duration of services rendered by the applicant employee	Q	
<b>Portfolio / Outstanding Achievements</b>	R	
Published work	R1	
Recognized innovations and Accomplishments in Research and Development	R2	
Prizes, Awards, Recognitions, Letters of Commendation for: • theses or major academic papers • exemplary performance • work and/or academic projects	R3	

Document	Tab Letter	(For use by the School Screening Committee, please check if present)
For Government-issued business permits, if self-employed	<b>S</b>	
Government-issued business permits, if self-employed	<b>S1</b>	
Certificate(s) or proof of proficiency issued by a duly-recognized body, including guilds and sports organizations	<b>S2</b>	
Certificate(s) of recognition from a duly-recognized body including guilds and sports organization	<b>S3</b>	
Certificate(s) of accreditation from a duly-recognized body including guilds and sports organization	<b>S4</b>	