



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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June 19, 2024

**DIVISION MEMORANDUM**

No. 254, s. 2024

**DRAFT COMPARATIVE ASSESSMENT RESULT-REGISTRY OF QUALIFIED APPLICANTS (CAR-RQA) FOR TEACHER I POSITION, S.Y. 2024-2025**

To: **Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Elementary, Integrated and Secondary Schools  
All Others Concerned**

1. Please be informed that the draft Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA) for Teacher I position for S.Y. 2024-2025 (**Kindergarten, Elementary, Junior High School and Senior High School**) are now available for viewing at google drive <https://bit.ly/sdoaklan-draft-shs-rqa-202425>. The draft CAR-RQA will be taken down on **June 26, 2024**.
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.
3. Applicants should submit their letter of request for review via email address at [rqadepedaklan@gmail.com](mailto:rqadepedaklan@gmail.com). Walk-in submission at the Division Office is not allowed. The letter should be addressed to:  
  
**The Division Human Resource Merit Promotion and Selection Board  
DepEd-Division of Aklan  
Poblacion, Numancia, Aklan**
4. The deadline of receiving emails is on **June 26, 2024**. Requests received after the deadline will not be entertained.



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Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <https://depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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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, concise and should specify the criterion/a which is/are requested for review. 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 are enjoined.

For the Schools Division Superintendent:

**ROLAND F. DEMOCRITO**  
Administrative Officer V  
In-Charge of the Division

Enclosure: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

**APPOINTMENT**

**EMPLOYMENT**

**TEACHERS**

RDP/cbp



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Enclosure to Division Memorandum No. \_\_\_\_\_, s. 2024

**SUGGESTED FORMAT OF THE BODY OF THE LETTER REQUEST**

1. Full Name of Applicant: \_\_\_\_\_
2. Application Code: \_\_\_\_\_
3. District: \_\_\_\_\_
4. RQA Level, Major/Specialization (specify if Regular or IPEd): \_\_\_\_\_
5. Active Mobile Number: \_\_\_\_\_

<b>Criterion/a Requested for Review</b>	<b>Brief but specific explanation why you are requesting for a review in this criterion</b>
1. <i>Example:</i> <i>Points in Teaching Experience</i>	<i>I have 5 years of Teaching Experience but the equivalent score is only for two years.</i>
2.	
3.	
4.	



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