DIVISION MEMORANDUM
No. 024, s. 2017

To: PUBLIC SECONDARY SCHOOL HEADS
ALL PERSONS CONCERNED

From: ALLAN G. FARNAZO, CESO IV
Regional Director IV, Concurrent SDS

Subject: Ranking for Senior High School Teaching Positions for SY 2017-2018

Date: January 20, 2017

1. This division shall conduct a Ranking for Teacher II position/s for Senior High School for SY 2017-2018. The following minimum qualification standards shall be observed upon receiving application/s for the said positions.

<table>
<thead>
<tr>
<th>Position</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher II</td>
<td>For ACADEMIC: Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's Degree plus at least 6 units towards a Master's degree in relevant strand/subject; For TVL: Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization</td>
<td>None required</td>
<td>For ACADEMIC: None required; For TVL: At least NC II + TMC I appropriate to the specialization;</td>
<td>A) Regular applicants for a permanent position: RA 1080 (Teacher); if not, must pass the LET within five (5) years of hiring</td>
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<td>B) Regular applicants for a contractual position: None required</td>
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<td></td>
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<td></td>
<td>C) Practitioners (part-time only): None Required</td>
</tr>
</tbody>
</table>

Copies Furnished:
Bulletin Board
Members of DSC & PSB
Public Secondary Schools
Records-Division Memorandum-Ranking

OSD/SMO/006
2. All qualified applicants are encouraged to apply and submit application at the Division Office on or before **February 01, 2017, 5:00PM** in the same order as enumerated in the attached checklist of documentary requirements.

3. Please mind the following schedule for this ranking.

<table>
<thead>
<tr>
<th>BATCH</th>
<th>SELECTION COMMITTEE</th>
<th>SCHEDULE OF ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP A</td>
<td>PSB</td>
<td>Interview</td>
</tr>
<tr>
<td>GROUP B</td>
<td>DSC 1</td>
<td>February 22</td>
</tr>
<tr>
<td>GROUP C</td>
<td>DSC 2</td>
<td></td>
</tr>
</tbody>
</table>

4. The Human Resource Management Office shall release the List of Applicants w/ the Group Assignments on or before February 10, 2017 to serve as reference.

5. The following shall be the members of the Division Selection Committee for this ranking.

**A. Personnel Selection Board**
- **Chairman:** Rolly B. Labis, Chief Education Supervisor
- **Members:**
  - Lina C. Bejiga, DEPSAA President
  - Rhea C. Batutay, EDTEA President
  - Mr. Abellanosa, Federated PTA President
  - Jeffrey M. Martinez, AO V
  - Anna Mae M. Atillo, HRMO II

**B. Division Selection Committee 1**
- **Chairman:** Rowena H. Para-on, Chief Education Supervisor
- **Members:**
  - Aster M. Gallego, PSDS
  - Helen E. Maasin, EPSVR
  - Balve G. Granido, SrEPS
  - Anabelle M. Mamaclay, DEPSAA Member
  - Representative from EDTEA
  - Representative from CHED

**C. Division Selection Committee 2**
- **Chairman:** Lorna H. Estrosas, EPSVR Senior HS Coordinator
- **Members:**
  - Roque R. Sabasaje, EPSVR
  - Manuel A. Janubas, EPSVR
  - Nilo L. Lomongo, EPS II
  - Rebecca B. Namoc, DEPSAA Member
  - Representative from EDTEA
  - Representative from TESDA
6. This is to reiterate that the following guidelines shall be used as hiring guidelines for this ranking:
   a) DepED Order No 3, s. 2016
   b) DepED Order No. 66, s. 2007

7. For inquiries, contact the Human Resource Management Office via email: depedelsalvador.hrmo@gmail.com or thru this mobile number: 09474972680/09151456046.

8. For information, guidance and compliance.
# DOCUMENTARY REQUIREMENTS FOR SENIOR HIGH SCHOOL

(Per DepEd Order No. 3, s. 2016)

<table>
<thead>
<tr>
<th>Applicants for PERMANENT positions</th>
<th>Applicants for PART-TIME positions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mandatory Requirements</strong></td>
<td></td>
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<tr>
<td>Letter of intent which shall indicate the following information:</td>
<td></td>
</tr>
<tr>
<td>a. Statement of purpose/expression of interest</td>
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<tr>
<td>b. Subject group he/she intends to teach</td>
<td></td>
</tr>
<tr>
<td>c. Preferred school(s), if any</td>
<td></td>
</tr>
<tr>
<td>CSC Form 212, Revised 2005 (Personal Data Sheet) in two (2) copies with the latest 2x2 ID picture</td>
<td></td>
</tr>
<tr>
<td>Certified photocopy of certificates of relevant specialized trainings, if any</td>
<td></td>
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<tr>
<td>Certified copy of Voter’s ID and/or any proof of residency</td>
<td></td>
</tr>
<tr>
<td>National Bureau of Investigation (NBI) clearance</td>
<td></td>
</tr>
<tr>
<td>Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>Certified photocopy of Diploma on Bachelor’s degree</td>
<td>Written approval from his/her head of unit if he/she is currently employed by the national government or the local government unit.</td>
</tr>
<tr>
<td>Certified photocopy of Transcript</td>
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<tr>
<td>of Records with at least 15 units of specialization in relevant strand/specialized subject</td>
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<tr>
<td>Professional Regulation Commission (PRC) professional ID card/certificate of registration/license</td>
<td></td>
</tr>
<tr>
<td>Certified photocopy of ratings obtained in the Licensure Examination for teachers (LET)/Professional Board Examination for Teachers (PBET)</td>
<td></td>
</tr>
</tbody>
</table>

**Additional requirements for TVL teacher applicants**

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)

Certified photocopy of Trainers Methodology Certificate (TMC), if available

**Additional requirement for HEI/TVI faculty**

Certified photocopy of Certification of Status of Employment/Service Record from HEI/TVI

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
APPLICATION PROCESS FOR SENIOR HIGH SCHOOL
(per DepED Order No. 03, s. 2016)

Yes

Registered online at application.deped.gov.ph?

No

Register to DepED's Online System at application.deped.gov.ph

1. Encode Personal Data Sheet (PDS)
2. Select division(s) where you want to be ranked

Yes

Unique Application Number (UAN) issued?

No

Submit written application (w/o UAN) with the documentary requirements to SDO once it is available

Submit written application (indicate UAN) with the documentary requirements to SDO

Yes

Complete documentary requirements?

No

Check the following for any update and for the schedule of Selection/Evaluation Process:
- Bulletin Board of SDO and/or of the Secondary Schools
- SDO’s website: depedelsalvador.city.weebly.com
- SDO’s FB Page: Department of Education - El Salvador Division

Submit lacking necessary documents before the deadline set by the Selection Committee

*For inquiries, please contact the Human Resource Management Office thru depedelsalvador.hrmo@gmail.com or thru (09151456046 (Globe) / 09474972680 (Smart)