



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

02 Feb 2022

DIVISION MEMORANDUM  
No. 057, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
TEACHER POSITIONS FOR SY 2022-2023**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This Office announces the call for submission of Applications for Teacher positions (entry level) in Kindergarten, Elementary, Junior High School and Senior High School until **March 25, 2022, 5:00 PM**. Interested applicants may request a copy of the duties and responsibilities of the position via email to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph).
2. The ranking shall abide with the following guidelines.

| <b>Level</b>                   | <b>Reference Guidelines</b>                                                                                                                                                                                                                                                                                                                         |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kinder,<br>Elem &<br>Junior HS | <b>DepEd Order 9, s. 2016</b> – Reinforcement of DepEd Order Nos. 7 and 22, s. 2015 as the Hiring Guidelines for Kindergarten to Grade 10 Teaching Positions                                                                                                                                                                                        |
| Senior HS                      | <b>DepEd Order 3, s. 2016</b> – Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017<br><b>DepEd Order 51, s. 2017</b> – Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines |

3. The following qualification standards shall be considered:  
**Prescribed Qualifications** – refer to the enclosed Qualification Standards  
**Required Competencies**
  - a. *Technical Competencies*: Teaching Ability, Classroom Management and School Fit;



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- b. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;  
c. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills
4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file. Filename of which shall be as follows:

| <b>LEVEL APPLIED FOR</b>                                                                                                                                                                                                                                                                    | <b>PRESCRIBED FILENAME</b>                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KINDERGARTEN                                                                                                                                                                                                                                                                                | SY 2022-2023_KINDER_FIRST NAME<br>MIDDLE INITIAL. LAST NAME                                                                                                                                    |
|                                                                                                                                                                                                                                                                                             | <b>ILLUSTRATIVE EXAMPLE</b>                                                                                                                                                                    |
|                                                                                                                                                                                                                                                                                             | SY 2022-2023_KINDER_JUANA L. CRUZ                                                                                                                                                              |
| ELEMENTARY                                                                                                                                                                                                                                                                                  | <b>PRESCRIBED FILENAME</b>                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                             | SY 2022-2023_ELEM_FIRST NAME MIDDLE<br>INITIAL. LAST NAME                                                                                                                                      |
|                                                                                                                                                                                                                                                                                             | <b>ILLUSTRATIVE EXAMPLE</b>                                                                                                                                                                    |
| SY 2022-2023_ELEM_JUANA L. CRUZ                                                                                                                                                                                                                                                             |                                                                                                                                                                                                |
| SPECIAL EDUCATION (SPED)                                                                                                                                                                                                                                                                    | <b>PRESCRIBED FILENAME</b>                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                             | SY 2022-2023_SPED_FIRST NAME MIDDLE<br>INITIAL. LAST NAME                                                                                                                                      |
|                                                                                                                                                                                                                                                                                             | <b>ILLUSTRATIVE EXAMPLE</b>                                                                                                                                                                    |
| SY 2022-2023_SPED_JUANA L. CRUZ                                                                                                                                                                                                                                                             |                                                                                                                                                                                                |
| ALTERNATIVE LEARNING<br>SYSTEM (ALS)                                                                                                                                                                                                                                                        | <b>PRESCRIBED FILENAME</b>                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                             | SY 2022-2023_ALS_FIRST NAME MIDDLE<br>INITIAL. LAST NAME                                                                                                                                       |
|                                                                                                                                                                                                                                                                                             | <b>ILLUSTRATIVE EXAMPLE</b>                                                                                                                                                                    |
| SY 2022-2023_ALS_JUANA L. CRUZ                                                                                                                                                                                                                                                              |                                                                                                                                                                                                |
| JUNIOR HIGH SCHOOL<br><i>Code for Specialization:</i><br><b>AP</b> - Araling Panlipunan/Social<br>Studies<br><b>ENG</b> - English<br><b>ESP</b> – Edukasyon Sa<br>Pagpakatao / Values<br>Education<br><b>FIL</b> - Filipino<br><b>MAPEH</b> – Music, Arts, Physical<br>Education and Health | <b>PRESCRIBED FILENAME</b>                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                             | SY 2022-                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                             | 2023_JHS_SPECIALIZATION_FIRST NAME<br>MIDDLE INITIAL. LAST NAME                                                                                                                                |
|                                                                                                                                                                                                                                                                                             | <b>ILLUSTRATIVE EXAMPLES</b>                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                             | SY 2022-2023_JHS_AP_JUANA L. CRUZ<br>SY 2022-2023_JHS_ENG_JUANA L. CRUZ<br>SY 2022-2023_JHS_ESP_JUANA L. CRUZ<br>SY 2022-2023_JHS_FIL_JUANA L. CRUZ<br>SY 2022-2023_JHS_MAPEH_JUANA L.<br>CRUZ |



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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MATH</b> - Mathematics<br><b>SCI</b> - Science<br><b>TLE</b> - Technology and Livelihood Education                                                                                                                                                                                                                                                                                                                                                                                                         | SY 2022-2023_JHS_MATH_JUANA L. CRUZ<br>SY 2022-2023_JHS_SCI_JUANA L. CRUZ<br>SY 2022-2023_JHS_TLE_JUANA L. CRUZ                                                                                                                                                                                                                                                                                                                    |
| SENIOR HIGH SCHOOL<br><br><i>Code for Tracks:</i><br><b>ACAD</b> - Academic track<br><b>TVL</b> - Technical-Vocational Livelihood<br><br><i>Code for Strands</i><br><b>ABM</b> - Accountancy, Business and Management<br><b>GAS</b> - General Academic Strand<br><b>HUMSS</b> - Humanities and Social Sciences<br><b>STEM</b> - Science, Technology, Engineering and Mathematics<br><b>HE</b> - Home Economics<br><b>ICT</b> - Information and Communications Technology (ICT)<br><b>IA</b> - Industrial Arts | <b>PRESCRIBED FILENAME</b><br>SY 2022-2023_ALS_FIRST NAME MIDDLE INITIAL. LAST NAME<br><br><b>ILLUSTRATIVE EXAMPLES</b><br>SY 2022-2023_SHS_ACAD_ABM_JUANA L. CRUZ<br>SY 2022-2023_SHS_ACAD_GAS_JUANA L. CRUZ<br>SY 2022-2023_SHS_ACAD_HUMSS_JUANA L. CRUZ<br>SY 2022-2023_SHS_ACAD_STEM_JUANA L. CRUZ<br>SY 2022-2023_SHS_TVL_HE_JUANA L. CRUZ<br>SY 2022-2023_SHS_TVL ICT_JUANA L. CRUZ<br>SY 2022-2023_SHS_TVL_IA_JUANA L. CRUZ |

5. The PDF file must be sent to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph) and the hard copy of the documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline. **Order of documents (both in soft and hard copy) shall be as follows:**
- Application Letter addressed to the Schools Division Superintendent;
  - Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture and with work Experience Sheet, if applicable;
  - Copy of PRC ID (ATM Type) Duly certified/authenticated by the Professional Regulation Commission (PRC)
  - Transcript of Records (Copy should be duly certified by the issuing school/ university);
  - General Weighted Average (GWA) duly authenticated/certified by the University/School Registrar



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- f. Updated copy of Service Record and/or Certificate of Employment;
  - g. Certificate of Board Rating/Certificate of Board Passer (Original Copy or Duly certified/authenticated by the Professional Regulation Commission)
  - h. Certificate of training relative to specialization and documentary proof of knowledge in using technology or software that may aide in teaching;
  - i. Lesson Plan and link to Demonstration teaching.
  - j. For JHS Applicants, provide also the link to skills demonstration video
  - k. Certification of English Proficiency Test (EPT) results- per DepEd Memorandum 106, s. 2019, EPT results may be valid for 2 years only
  - l. Portfolio of Outstanding Accomplishments (applicable for SHS applicants only)
  - m. Certified copy of the Voter's ID and/or any proof of residency deemed acceptable by the Division Selection Committee
  - n. NBI Clearance
  - o. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (notarized)
6. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) (Just click: Career Opportunities → Selection Line-Up), will undergo the interview, tentatively scheduled on **April 05-08, 2022**.
7. This Office will issue another memorandum relative to the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) and Division Selection Committees (DSC) for this ranking.
8. This is the target schedule for this ranking:

| <b>Schedule</b>                    | <b>Activity/Output</b>              | <b>In-Charge</b>                      |
|------------------------------------|-------------------------------------|---------------------------------------|
| February 10, 2022, 2:00 PM         | Orientation of Applicants           | Applicants and HRMPSB/DSC             |
| February 14, 2022 – March 25, 2022 | Submission of Application Documents | Applicants and HRMPSB/DSC Secretariat |
| March 29-31, 2022                  | Initial Evaluation                  | HRMPSB & DSC with secretariat         |
| April 01, 2022                     | Posting of Selection Line-Up        | HRMO & HRMPSB/DSC Secretariat         |





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|                   |                                                                                                                              |                               |
|-------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| April 05-08, 2022 | Interview of Applicants                                                                                                      | HRMPSB/DSC & Applicants       |
| April 19-22, 2022 | Evaluation of Demonstration Videos (Teaching and Skills Demo)                                                                | HRMPSB & DSC                  |
| April 26, 2022    | Consolidation of Scores                                                                                                      | HRMPSB/DSC Secretariat        |
| April 27, 2022    | Final HRMPSB/ DSC Deliberation and Signing of Comparative Assessment Result (CAR) and Registry of Qualified Applicants (RQA) | HRMPSB & DSC with secretariat |
| April 28, 2022    | Finalization and Submission of Proposed Deployment of Teachers                                                               | SDS, HRMO & Planning Officer  |
| April 26, 2022    | Submission of RQA with plotting form to SDS                                                                                  | Personnel Unit                |

9. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

10. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**OLGA C. ALONSABE**

Schools Division Superintendent

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

HIRING      RECRUITMENT      SELECTION



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