



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

05 Jul 2022

DIVISION MEMORANDUM
No. 289, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
TEACHER III POSITION (ELEMENTARY)**

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 calls for the submission of Applications for Teacher III position in Elementary, until **August 15, 2022, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions.”
3. The following qualification standards shall be considered:
Prescribed Qualifications
 - a. *Education*: Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education with appropriate major.
 - b. *Training*: None required
 - c. *Experience*: 2 years relevant experience
 - d. *Eligibility*: RA 1080 (Teacher)

Required Competencies

- a. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- b. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@dep.gov.ph



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

4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (*following the same order as enumerated below*). Filename of which shall be 2022-ELEM-TCH3_Full Name (e.g. 2022-ELEM-TCH3_Juana D. Cruz). **The PDF file must be sent to 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.**
- Application Letter addressed to the Schools Division Superintendent;
 - Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
 - Certificate of Registration/ License or any proof of eligibility; Copy should be duly certified by the issuing office (e.g. PRC License certified by PRC);
 - Performance Rating for the last three (3) rating periods;
 - Updated copy of Service Record;
 - Transcript of Records (Copy should be duly certified by the issuing school/ university)
 - All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship and for having been a Resource Speaker); and
 - Omnibus certification of authenticity and veracity of all documents submitted.
5. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), will further undergo the selection process.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

| Role | Main | Alternate |
|-------------|--------------------------|------------------------|
| Chairperson | Dionesio L. Liwagon, Jr. | Ninian A. Alcasid |
| Members | Rolly B. Labis | Karen Rose A. Serrania |
| | Jeffrey M. Martinez | None |
| | Rhea C. Batutay | None |
| | Anna Mae M. Atillo | Rosa Maria M. Rebusto |
| | Lina C. Bejiga | Mariel B. Ubaub |
| Secretariat | Randy Rhys U. Capistrano | Felanie Marie A. Lim |



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph

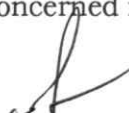


Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

7. This is the target schedule for this ranking:

| Schedule | Activity/Output | In-Charge |
|--------------------------|--|-----------------------------------|
| August 08, 2022, 2:00 PM | Orientation of Applicants | Applicants and HRMPSB |
| Until August 15, 2022 | Submission of Application Documents | Applicants and HRMPSB Secretariat |
| August 17, 2022 | Initial Evaluation | HRMPSB w/ secretariat |
| | Background Investigation | HRMPSB Secretariat |
| August 22, 2022 | Posting of Selection Line-Up | HRMO & HRMPSB Secretariat |
| September 08, 2022 | Interview and Final Deliberation | HRMPSB & Applicants |
| September 16, 2022 | Submission of Comparative Assessment Report w/ attachments | HRMPSB |

8. 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.
9. Immediate dissemination of this Memorandum to all concerned is enjoined.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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

Enclosure No. 1 to Division Memorandum No. 289, s. 2022

DUTIES AND RESPONSIBILITIES OF TEACHER III

| DUTIES AND RESPONSIBILITIES |
|---|
| 1. Applies mastery of content knowledge and its application across learning areas |
| 2. Facilitates learning using appropriate and innovative teaching strategies and classroom management practices |
| 3. Manages an environment conducive to learning |
| 4. Addresses learner diversity |
| 5. Implements and supervises curricular and co-curricular programs to support learning |
| 6. Monitors and evaluates learner progress and undertakes activities to improve learner performance |
| 7. Maintains updated records of learners' progress |
| 8. Counsels and guides learners |
| 9. Works with relevant stakeholders, both internal and external, to promote learning and improve school performance |
| 10. Undertakes activities towards personal and professional growth |
| 11. Does related work |



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph