



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

10 Oct 2022

DIVISION MEMORANDUM
No. 445, s. 2022

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

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
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 II positions (2) in Elementary, until **October 31, 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*: 1 year of relevant experience
- d. *Eligibility*: RA 1080 (Teacher)

Required Competencies

- a. *Technical Competencies*: Teaching Ability, Classroom Management and School Fit
- 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



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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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-TCH2_Full Name (e.g. 2022-ELEM-TCH2_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.**
- a. Letter of intent addressed to the Schools Division Superintendent
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
 - c. Photocopy of Certificate of Eligibility/Report of Rating
 - d. Photocopy of valid and updated PRC License/ID, if applicable
 - e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
 - f. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable
 - g. Photocopy of Certificates of Training, if applicable
 - h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
 - i. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
 - j. Photocopy of Latest Appointment, if applicable
 - k. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled
 - l. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment. Details for these will be discussed during the orientation of applicants.
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.



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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	Rhea C. Batutay
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Lina C. Bejiga	Mariel B. Ubaub
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
October 19, 2022, 2:00 PM	Orientation of Applicants <i>via MS Teams or FB Live</i>	Applicants, Personnel Unit and HRMPSB
Until October 31, 2022, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
November 03, 2022	Initial Evaluation	HRMO
November 07, 2022	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
November 8-11, 2022	Background Investigation	HRMPSB Secretariat
December 6-7, 2022	Interview and Final Deliberation	HRMPSB & Applicants
December 16, 2022	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. This Office shall observe the Equal Employment Opportunity Principle (EEO) 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



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Enclosure No. 1 to Division Memorandum No. 445, s. 2022

DUTIES AND RESPONSIBILITIES OF TEACHER I- 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



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Contact No.: _____
 Position Applied For: _____ Religion: _____
 Course: _____ Ethnicity: _____
 Person with Disability: Yes () No () Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
(a)	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
(b)	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet			
(c.1)	Photocopy of Certificate of Eligibility/ Report of Rating			
(c.2)	Photocopy of valid and updated PRC License/ID, if applicable			
(d)	Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable			
(e)	Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable			
(f)	Photocopy of Certificates of Training, if applicable			
(g)	Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, if applicable			
(h)	Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act (Annex C)			
i)	Checklist of Requirements (Annex C)			
Other documents as may be required:				
(j.1)	Photocopy of Latest Appointment, if applicable			
(j.2)	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
(j.3)	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
(j.4)	Others (please specify):			

OMNIBUS CERTIFICATION AND WAIVER

This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Department of Education - Division of El Salvador City to use my personal information for purposes of recruitment, selection, and hiring.

Name and Signature of Applicant

Attested by:

ANNA MAE M. ATILLO
Human Resource Management Officer II

