



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

26 Jan 2023

DIVISION MEMORANDUM
No. 049, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY/IES:
VACANCIES IN 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 the vacant positions in the Elementary until **February 17, 2023, 5:00 PM.**

2. This ranking shall abide with the existing recruitment guidelines, to wit:

| Vacancy | Reference |
|---------------------|-----------------------------|
| School Principal II | DepEd Order No. 42, s. 2007 |
| Teacher II | DepEd Order No. 66, s. 2007 |

3. The following qualification standards shall be considered:

Prescribed Qualifications

| VACANT POSITION | QUALIFICATION STANDARDS | | | |
|----------------------------------|---|-------------------------------|---------------------|--------------------|
| | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY |
| School Principal II (Elementary) | Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management | 40 hours of relevant training | 1 year as Principal | RA 1080 (Teacher) |



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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| | | | | |
|----------------------------|--|------------------|----------------------------------|----------------------|
| Teacher II (Elementary) | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education | None required | 1 year relevant experience | RA 1080 (Teacher) |
|----------------------------|--|------------------|----------------------------------|----------------------|

Required Competencies

- a. *Technical Competencies*: Teaching Ability, Classroom Management and School Fit; Additional for Master Teacher and School Principal: Leading People, Research and Innovation, Monitoring and Evaluation and Collaboration
- 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 (following the same order as enumerated below). Filename of which shall be as follows:

| VACANT POSITION | PRESCRIBED FILE NAME | SAMPLE FILE NAME |
|---------------------|--------------------------|-----------------------------|
| School Principal II | 2023-ELEM-SP2_Full Name | 2023-ELEM-SP2_Juan D. Cruz |
| Teacher II | 2023-ELEM-TCH2_Full Name | 2023-ELEM-TCH2_Juan D. Cruz |

5. **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. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet



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- d. Photocopy of Certificate of Eligibility/Report of Rating OR photocopy of valid and updated PRC License
 - e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
 - f. Duly signed Service Record
 - g. Photocopy of Certificates of Training
 - h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment
 - i. Photocopy of Latest Appointment, if applicable
 - j. 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
 - k. All available and eligible pertinent documents as stipulated in reference guidelines
6. All applicants are enjoined to fill out this online form: bit.ly/ApplicantSignUpforOrientation if interested to join the orientation for applicants on **February 02, 2023**. The link for the virtual orientation will be sent to the email indicated by the applicant in the online form.
7. 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.
8. This Office shall issue another memorandum relative to the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) and the target schedule for this ranking.
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, PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects: HIRING RECRUITMENT SELECTION



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CHECKLIST OF REQUIREMENTS

Annex C

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)/Other documents specified in DepEd Order 42, s. 2007 | | | |
| (j.4) | Other documents specified in DepEd Order 42, s. 2007 | | | |

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





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|-----|---|--|---|---------|
| | | | Status of Submission <i>(Check if complied)</i> | Remarks |
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| (d) | Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable | | | |
| (e) | Duly signed Service Record | | | |
| (f) | Photocopy of Certificates of Training | | | |
| (g) | Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment | | | |
| (h) | Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom | | | |
| (i) | Photocopy of Latest Appointment, if applicable | | | |
| (j) | 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 | | | |
| (k) | 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 | | | |

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