



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

18 Apr 2023

DIVISION MEMORANDUM
No. 200, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
TEACHER POSITIONS FOR SCHOOL YEAR 2023-2024**

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 announces the call for the submission of Applications for Teacher positions (entry level) on Kindergarten, Elementary, Junior High School (JHS) and Senior High School (SHS), until **May 12, 2023, 5:00 PM.**

2. The ranking shall abide with the following guidelines:

DepEd Order	Title
DepED Order No. 19, s. 2022	The Department of Education Merit and Selection Plan
DepEd Order No. 07, s. 2023	Guidelines on Recruitment, Selection, and Appointment in the Department of Education

3. The comparative assessment for Teacher I shall be based on the following criteria:

- Education** units and/or degree relevant to the position to be filled (i.e. Kindergarten, Elementary, JHS and SHS), that exceed the minimum requirements as defined in the Civil Service Commission-approved Qualification Standards;
- Training** hours in Curriculum and Instruction and/or other specialized training for skills development in fields related to the work, duties and responsibilities for Teacher I;
- Experience** in Teaching exceeding the minimum requirements as defined in the CSC-approved QS. For SHS, relevant industry and/or work experience may be considered.





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- d. **Professional Board Examination for Teachers (PBET), Licensure Examination for Teacher (LET), or Licensure Examination for Professional Teachers (LEPT) Rating;**
- e. **PPST Classroom Observable indicators (COI)** measured through Classroom Observation/Demonstration Teaching; and
- f. **PPST Non-Classroom Observable Indicators (NCOI)** measured through the Teacher Reflection Form (TRF)

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)*:

LEVEL APPLIED FOR	PRESCRIBED FILENAME
KINDERGARTEN	SY 2023-2024_KINDER_FIRST NAME MIDDLE INITIAL. LAST NAME
	ILLUSTRATIVE EXAMPLE
	SY 2023-2024_KINDER_JUANA L. CRUZ
ELEMENTARY	PRESCRIBED FILENAME
	SY 2023-2024_ELEMENTARY_FIRST NAME MIDDLE INITIAL. LAST NAME
	ILLUSTRATIVE EXAMPLE
	SY 2023-2024_ELEMENTARY_JUANA L. CRUZ
SPECIAL EDUCATION (SPED)	PRESCRIBED FILENAME
	SY 2023-2024_SPED_FIRST NAME MIDDLE INITIAL. LAST NAME
	ILLUSTRATIVE EXAMPLE
	SY 2023-2024_SPED_JUANA L. CRUZ
ALTERNATIVE LEARNING SYSTEM (ALS)	PRESCRIBED FILENAME
	SY 2023-2024_ALS_FIRST NAME MIDDLE INITIAL. LAST NAME
	ILLUSTRATIVE EXAMPLE
	SY 2023-2024_ALS_JUANA L. CRUZ
JUNIOR HIGH SCHOOL <i>Code for Specialization:</i> AP – Araling Panlipunan ENG – English ESP – Edukasyon sa Pagpakatao FIL – Filipino MAPEH – Music, Arts, Physical Education and Health MATH – Mathematics SCI – Science TLE – Technology and Livelihood Education	PRESCRIBED FILENAME
	SY 2023-2024_JHS_SPECIALIZATION_FIRST NAME MIDDLE INITIAL. LAST NAME
	ILLUSTRATIVE EXAMPLE
	SY 2023-2024_JHS_AP_JUANA L. CRUZ
	SY 2023-2024_JHS_ENG_JUANA L. CRUZ
	SY 2023-2024_JHS_ESP_JUANA L. CRUZ
SY 2023-2024_JHS_FIL_JUANA L. CRUZ	
SY 2023-2024_JHS_MAPEH_JUANA L. CRUZ	
SY 2023-2024_JHS_MATH_JUANA L. CRUZ	
SY 2023-2024_JHS_SCI_JUANA L. CRUZ	
SY 2023-2024_JHS_TLE_JUANA L. CRUZ	
SENIOR-HIGH SCHOOL	PRESCRIBED FILENAME



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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<p><i>Code for Tracks:</i> ACAD – Academic track TVL – Technical-Vocational Track</p> <p><i>Code for Strands:</i> ABM – Accountancy, Business and Management GAS – General Academic Strand HUMSS – Humanities and Social Sciences STEM – Science, Technology, Engineering and Mathematics HE – Home Economics ICT – Information and Communications Technology IA – Industrial Arts</p>	<p>SY 2023-2024_(TRACK)_(STRAND)_FIRST NAME MIDDLE INITIAL. LAST NAME</p> <p>ILLUSTRATIVE EXAMPLE</p> <p>SY 2023-2024_ACAD_ABM_JUANA L. CRUZ SY 2023-2024_ACAD_GAS_JUANA L. CRUZ SY 2023-2024_ACAD_HUMSS_JUANA L. CRUZ SY 2023-2024_ACAD_STEM_JUANA L. CRUZ SY 2023-2024_TVL_HE_JUANA L. CRUZ SY 2023-2024_TVL_ICT_JUANA L. CRUZ SY 2023-2024_TVL_IA_JUANA L. CRUZ</p>
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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. Pertinent Copies shall be submitted in color coded, legal-sized folder indicating the prescribed filename in the built-in tab. **Order of documents (both in soft and hard copy) shall be as follows:**
- Letter of intent addressed to the Schools Division Superintendent;
RANDOLPH B. TORTOLA
Schools Division Superintendent
 - Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - Photocopy of Certificate of Eligibility/Report of Rating*
 - Photocopy of valid and updated PRC License/ID*;
 - Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), Diploma, including graduate/post-graduate, if applicable;
 - Photocopy of Certificates of Training
 - Duly signed Service Record, Contract of Service and/or Certificate of Employment, if applicable;
 - Photocopy of Latest Appointment, if applicable
 - Photocopy of the Performance Rating covering performance covering one (1) year performance, if applicable;
 - Detailed lesson plan and Video Link for Demonstration Teaching;

* Not applicable to SHS applicants for possible appointment under provisional status



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- k. Checklist of Requirements (enclosed herewith) with Omnibus Sword Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy act of 2012), using the attached for (Annex C), notarized by authorized official; and
- l. Other documents as may be required by the HRMPSB or Screening Committee for comparative assessment reckoned from the date of last issuance of appointment, including but not limited to:
- Means of Verification (MOVs) showing Outstanding Accomplishments;
 - Means of Verification (MOVs) showing Application of Education;
 - Means of Verification (MOVs) showing Application of Learning and Development, and
 - Photocopy of Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.
6. For ease in the sorting of applications, pertinent documents shall be submitted in color-coded, legal-sized folders and arranged according to item no. 5 in this Memorandum:

LEVEL/ SUBJECT AREA	COLOR
KINDER	Blue
ELEMENTARY	White
SPED	Green
ALS	
JUNIOR HIGH SCHOOL	
English	Brown
Mathematics	Yellow
Science	Red
TLE	White
MAPEH	Pink
ESP / Values	Dark Blue
Araling Panlipunan	Violet
Filipino	Pink
SENIOR HIGH SCHOOL	
ABM	Light Blue
HUMSS	Orange
STEM	Red
TVL	Green
SPORTS, ARTS & DESIGN	Pink





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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, tentatively scheduled on **May 15 – 17, 2023**.
8. The Division Screening Committee shall be composed of the following employees:

Kinder/Elem/ SPED	Junior High School	Senior High School
Chairperson: Conniebel C. Nistal		
Members: 1. Grace P. Paculba, EPSvr 2. Mariel B. Ubaub, EPSvr 3. Genevieve E. Lusterio, EPSvr 4. Lina C. Bejiga, EPSvr 5. Helen S. Palasan, PESPA President 6. Rhea C. Batutay, EDTEA Representative 7. PTA Representative	Members: 1. Rolly B. Labis, SGOD Chief 2. Margie R. Valmoria, EPSvr 3. John Franklin Dresser, EPSvr 4. Lorna H. Estrosas, EPSvr 5. Rebecca B. Namoc, DAPSSHI President 6. Jeffrey M. Martinez, EDTEA President 7. PTA Representative	Members: 1. Ninian A. Alcasid, CID Chief 2. Anabelle M. Mamaclay, EPSvr 3. Marie Jade A. Cacayan, EPSvr 4. Roque R. Sabasaje, EPSvr 5. Marivic S. Torres, DAPSSHI Representative 6. Industry Representative 7. EDTEA Representative
Secretariat: Ricca Stephanie E. Oco	Secretariat: Randy Rhys U. Capistrano	Secretariat: Ruth A. Calubag

9. This is the target schedule for the ranking:

Schedule	Activity/Output	In-Charge
May 9, 2023	Orientation of Applicants <i>At ECCS, (AM – ELEM, PM – SEC)</i>	Applicants, Personnel Unit and HRMPSB
Until May 12, 2023, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
May 15-17, 2023	Initial Evaluation	HRMO Designate & HRMPSB Secretariat
May 18, 2023	Posting of Selection Line-Up	HRMO Designate & HRMPSB Secretariat
May 18-25 2023	Deliberation of ETE, Demonstration Teaching, Interview	HRMPSB Members
May 30, 2023	Submission of Comparative Assessment Report w/ attachments	HRMPSB







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10. 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.

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


RANDOLPH B. TORTOLA 
Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.