



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

13 Jul 2023

DIVISION MEMORANDUM
 No. 303, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
 SPECIAL EDUCATION TEACHER I (ELEMENTARY)**

To: **Asst. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Education Program Supervisors
 Section Heads
 Human Resource Merit Promotion and Selection Board
 All Public Elementary & Secondary School Heads
 All Others Concerned**
 This Division

1. This Office announces the call for the submission of Applications for Special Education (SpEd) Teacher I position until **July 28, 2023, 5:00 PM.**
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 66, s. 2007, otherwise known as "Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:
Prescribed CSC Qualifications
 - a. *Education:* Bachelor's degree in Education with specialization in Special Education
 - b. *Training:* None required
 - c. *Experience:* None required
 - d. *Eligibility:* RA 1080 (Teacher)

DepEd Preferred Qualifications (Per DO 93, s.2010)

Educational Qualification	Requirement
Bachelor of Elementary Education/ Bachelor of Science in Special Education	With Specialization in SPED - Undergrad
BSEEd/BSSPED	With 18 Units MA-SPED and 3 years actual teaching in SPED; VS Performance Rating
Educational Qualification	Requirement



Address: Zone 3, Poblacion, El Salvador City
 Telephone No: (088) 882 6326
 Website: www.depedelsalvadorcity.net
 Email Address: elsalvador.city@deped.gov.ph

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BSEEd/BSSPED	With 15 Units MA-SPED and 4 years actual teaching in SPED; VS Performance Rating
BSEEd/BSSPED	With 12 Units MA-SPED and 5 years actual teaching in SPED; VS Performance Rating
BSEEd/BSE	With 9 Units MA-SPED and 6 years actual teaching in SPED; VS Performance Rating
BSEEd/BSSPED/BSE	With teaching experience in SPED or Inclusive Setting; VS Performance Rating

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
4. All interested applicants shall submit the required documents in HARD COPY to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent Copies shall be submitted in a **legal-sized folder** indicating the prescribed filename in the built-in tab, which shall be 2023-ELEM-SPET1A_Full Name (e.g. 2023-ELEM-SPET1A_Juana D. Cruz). **Order of documents shall be as follows:**
- a. Letter of intent addressed to the Schools Division Superintendent
RANDOLPH B. TORTOLA
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 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





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- 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. All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Employee Award, Innovations, Research and Development Projects, Publication/ Authorship and for having been a Resource Speaker).
5. Interested applicants who want to join the orientation may register through this link: <https://tinyurl.com/OrientationForDepEdELSA>
 6. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: www.depedelsalvadorcity.net (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
 7. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Conniebel C. Nistal	Ninian A. Alcasid
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Rhea C. Batutay
	Felanie Marie A. Lim	Kenneth Angel B. Guillena
	Helen S. Palasan	Ma. Lou Lea C. Nob
Secretariat	Randy Rhys U. Capistrano	Ricca Stephanie E. Oco

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.


RANDOLPH B. TORTOLA
 Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



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CHECKLIST OF REQUIREMENTS

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

Application Code: _____

	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.