



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

13 Jul 2023

DIVISION MEMORANDUM  
No. 304, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
TEACHER II (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 Teacher II (Elementary) positions, until **July 28, 2023, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	Item No.	Station Assignment
Teacher II	OSEC-DECSB-TCH2-664254-1998	ELEMENTARY SCHOOLS
	OSEC-DECSB-TCH2-660123-2004	ELEMENTARY SCHOOLS

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**

- Education:* Bachelor of Elementary Education (BEEd)
- Training:* None required
- Experience:* 1 year relevant experience
- Eligibility:* RA 1080 (Teacher)

**Required Competencies**

- Technical Competencies:* Teaching Ability, Classroom Management and School Fit
- Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- Core Skills:* Oral Communication, Written Communication and Computer/ICT Skills



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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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-TCH2B\_Full Name (e.g. 2023-ELEM-TCH2B\_Juana D. Cruz). **Order of documents shall be as follows:**
- Letter of intent addressed to the Schools Division Superintendent;  
**RANDOLPH B. TORTOLA**  
**Schools Division Superintendent**
  - Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
  - Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
  - Photocopy of Certificate of Eligibility/Report of Rating OR photocopy of valid and updated PRC License/ID
  - Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
  - Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable
  - Photocopy of Certificates of Training if applicable
  - Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
  - Photocopy of Latest Appointment, if applicable
  - 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
  - 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.depedelsalvadoricity.net](http://www.depedelsalvadoricity.net) (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.






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7. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following personnel:

Role	Main	Alternate
Chairperson	Conniebel C. Nistal	Ninian A. Alcasid
Members	Rolly B. Labis	Analy G. Fabria
	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 (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.

  
**RANDOLPH B. TORTOLA** *dk*  
Schools Division Superintendent *fm*

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

SELECTION



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Attachment No. \_\_\_\_\_ to Division Memorandum No. \_\_\_\_\_, s. 2023

**DUTIES AND RESPONSIBILITIES OF TEACHER I-III**

Source: RPMS Tools for Proficient Teachers SY 2023-2024

<b>DUTIES AND RESPONSIBILITIES</b>	
1.	Applied knowledge of content within and across curriculum teaching areas
2.	Used a range of teaching strategies that enhance learner achievement in literacy and numeracy skills
3.	Applied a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills
4.	Displayed proficient use of Mother Tongue, Filipino and English to facilitate teaching and learning
5.	Established safe and secure learning environments to enhance learning through the consistent implementation of policies, guidelines and procedures
6.	Maintained learning environments that promote fairness, respect and care to encourage learning
7.	Established a learner-centered culture by using teaching strategies that respond to their linguistic, cultural, socioeconomic and religious backgrounds
8.	Adapted and used culturally appropriate teaching strategies to address the needs of learners from indigenous groups
9.	Set achievable and appropriate learning outcomes that are aligned with learning competencies
10.	Used strategies for providing timely, accurate and constructive feedback to improve learner performance
11.	Utilized assessment data to inform the modification of teaching and learning practices and programs
12.	Build relationships with parents/guardians and the wider school community to facilitate involvement in the educative process
13.	Participated in professional networks to share knowledge and to enhance practice
14.	Developed a personal improvement plan based on reflection of one's practice and ongoing professional learning
15.	Performed various related works / activities that contribute to the teaching-learning process



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**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 (MOV) 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.