



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

20 Jul 2023

DIVISION MEMORANDUM
 No. 315, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
 TEACHER II (SENIOR HIGH SCHOOL)**

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 (Senior High School), until **August 4, 2023, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Level	Item No.	Position	Possible Station
Senior High School	OSEC-DECSB-TCH2-660460-2017	Teacher II	Secondary Schools
	OSEC-DECSB-TCH2-660458-2017	Teacher II	Secondary Schools

2. The ranking shall abide with the following guidelines:

Item	Level	Reference
Qualification Standards	Senior High School	CSC-prescribed Qualification Standards
Evaluation Criteria and Computation of Points	Senior High School	DepEd Order No. 3, s. 2016
Procedures	Senior High School	DepEd Order No. 66, s. 2017

3. The following qualification standards shall be considered:

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
 Telephone No: (088) 882 6326
 Website: www.depedelsalvadorcity.net
 Email Address: elsalvador.city@deped.gov.ph

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Handwritten signature

Handwritten initials



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Prescribed Qualifications

VACANT POSITION		QUALIFICATION STANDARDS			
		EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
TEACHER II (SENIOR HIGH SCHOOL)	ACADEMIC	Bachelor's degree with a major in the relevant strand/ subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/ subject	None Required	None Required	Applicants for a permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None required Practitioners (part-time only): None required
	TVL	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC*II + TMC** I Appropriate to the specialization * NC - National Certificate **TMC- Trainer's Methodology Certificate	6 months of relevant teaching or 6 months of industry work experience	Applicants for a permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None required Practitioners (part-time only): None required

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 file name in the built-in tab, as enumerated below:

VACANT POSITION	PRESCRIBED FILE NAME	SAMPLE FILE NAME
TEACHER II (SHS)	2023-SHS-TRACK-TCH2_Full Name	2023-SHS-ACAD-TCH2_Juan D. Cruz
		2023-SHS-TVL-TCH2_Juan 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. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom



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- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
 - d. Photocopy of Certificate of Eligibility/Report of Rating OR photocopy of valid and updated PRC License/ID
 - 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
 - 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 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 further undergo the selection process.
7. 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.
8. 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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