



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

18 Sep 2023

DIVISION MEMORANDUM  
No. 423, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
TEACHER II (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 Teacher II position in the Elementary Level, until **October 11, 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-TCH2-660042-2012	Elementary Schools
	OSEC-DECSB-TCH2-664254-1998	
	OSEC-DECSB-TCH2-660123-2004	

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**

- a. *Education*: Bachelor of Elementary Education (BEE) or Bachelor's degree plus 18 professional units in Education
- b. *Training*: None required
- c. *Experience*: 1-year relevant experience
- d. *Eligibility*: RA 1080 (Teacher)

**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;



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 882 6326  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
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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 file name in the built-in tab, which shall be 2023-ELEM-TCH3C\_Full Name (e.g. 2023-ELEM-TCH3C\_Juana D. Cruz). **Order of documents shall be as follows:**

- a. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
- b. Letter of intent addressed to the Schools Division Superintendent  
**RANDOLPH B. TORTOLA**  
**Schools Division Superintendent**
- 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. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

<b>Role</b>	<b>Main</b>
Chairperson	Conniebel C. Nistal
Members	Rolly B. Labis
	Jeffrey M. Martinez
	Felanie Marie A. Lim



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	Helen S. Palasan
	Rhea C. Batutay
Secretariat	Randy Rhys U. Capistrano

6. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
October 5, 2023 (PM)	Orientation of Applicants <i>via MS Teams or FB Live</i>	Applicants, Personnel Unit and HRMPSB
Until October 11, 2023, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
October 17-19, 2023	Initial Evaluation	IER Committee
October 23, 2023	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
November 21, 2023	Interview and Final Deliberation	HRMPSB & Applicants
November 22, 2023	Submission of Comparative Assessment Report w/ attachments	HRMPSB

7. Interested applicants who want to join the online orientation may register through this link: <https://tinyurl.com/OrientationForDepEdELSA> Registered applicants will be sent a link on the day of the orientation.

8. 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.

9. 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.

10. 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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Enclosure No. \_\_\_\_ to Division Memorandum No. \_\_\_\_\_, s. 2023

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

DUTIES AND RESPONSIBILITIES	
1.	Applies mastery of content knowledge and its application across learning areas
2.	Facilitates learning using appropriate and innovative teaching strategies and classroom management practices
3.	Manages an environment conducive to learning
4.	Addresses learner diversity
5.	Implements and supervises curricular and co-curricular programs to support learning
6.	Monitors and evaluates learner progress and undertakes activities to improve learner performance
7.	Maintains updated records of learners' progress
8.	Counsels and guides learners
9.	Works with relevant stakeholders, both internal and external, to promote learning and improve school performance
10.	Undertakes activities towards personal and professional growth
11.	Does related work



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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 (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.