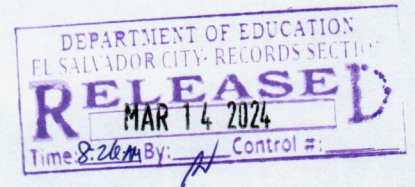




Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



13 Mar 2024

DIVISION MEMORANDUM
 No. 115, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
 TEACHER POSITIONS FOR SCHOOL YEAR 2024-2025**

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 on Kindergarten, Elementary, Junior High School (JHS) and Senior High School (SHS), until **April 12, 2024, 5:00 PM.**

2. The ranking shall abide with the guidelines:

DepEd Order	Title
DepEd Order 07, s. 2023	Guidelines on Recruitment, Selection, and Appointment in the Department of Education
DepEd Order 3, s. 2016	Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017
DepEd Order 51, s. 2017	Amended Qualification Standards for Senior High School Teaching Positions in the Technical-Vocational-Livelihood Track and Other Clarifications on the Hiring Guidelines

3. 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. **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



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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- 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*
- e. Photocopy of valid and updated PRC License/ID (ATM Type) *;
- f. Photocopy of scholastic/academic record, e.g., Transcript of Records (TOR), including graduate/post-graduate, if applicable;
- g. For post graduate units, Certification of units earned, duly authenticated/certified by the university/ school registrar;
- h. Copy of the General Weighted Average (GWA) duly authenticated/ certified by the university/School registrar
- i. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable;
- j. Photocopy of Certificates of Trainings relative to specialization and documentary proof of knowledge in using technology or software that may aide in teaching;
- k. Photocopy of the Performance Ratings covering one (1) year performance, if applicable;
- l. Photocopy of Latest Appointment, if applicable;
- m. Detailed lesson plan, each applicant is expected to present a 15min demonstration teaching on set schedule

Level	Grade Level of Lesson Plan
Kinder/SPED	Kinder
Elementary	Grade 3
Junior High School	Grade 7 aligned w/ specialization
Senior High School	Grade 11 aligned w/ specialization

- n. All available and eligible pertinent documents as stipulated in DepEd Order No. 3, s. 2016 (Specialized Trainings, proof of Outstanding Employee Award, Innovations, Research and Development Projects, Publication/ Authorship and for having been a Resource Speaker) (for Senior High School)

* Not applicable for Senior High School applicants who may be appointed for provisional appointment

4. For ease in the sorting of applications, pertinent documents shall be submitted color-coded, legal-sized folder with the contents arranged in order

LEVEL/ SUBJECT AREA	COLOR
KINDER	Blue
ELEMENTARY	White
SPED	Green
JUNIOR HIGH SCHOOL	
English	Brown



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Mathematics	Yellow
Science	Red
TLE	White
MAPEH	Pink
ESP/Values	Dark Blue
Araling Panlipunan	Violet
Filipino	Orange
SENIOR HIGH SCHOOL	
ABM	Blue
HUMSS	Orange
STEM	Red
TVL	Green
Sports, Arts & Design	Pink

5. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: www.depedelsalvadoricity.net (just click Career Opportunities → Selection Line-up, will undergo the further interview and further evaluation.

6. The Screening Committee shall be composed of the following employees:

Chairperson	Conniebel C. Nistal, Asst. Schools Division Superintendent
Members	Ninian A. Alcasid, Chief EPSvr – CID Rolly B. Labis, Chief EPSvr – SGOD Jeffrey M. Martinez, AO V Analyn G. Fabria, EPSvr Kevin B. Asequia, Planning Officer Maricis P. Quismundo, SREPS Felanie Marie A. Lim, HRMO II Helen S. Palasan, PESPA President Rhea C. Batutay, EDTEA Representative
Secretariat	Ricca Stephanie E. Oco, ADAS III Randy Rhys U. Capistrano, ADAS III Ruth A. Calubag, ADAS III

7. Applicants who are already in the Registry of Qualified Applicants from the previous year may opt to retain their scores and shall express their intent in writing addressed to the Schools Division Superintendent.

8. This is the target schedule for this ranking:

Schedule	Activity/Output	Venue
April 9, 2024 (AM only)	Orientation of Applicants	Cogon NHS
April 12, 2024, 5:00 PM	Submission of Application Documents	Division Office
April 15 – 19, 2024	Initial Evaluation Period	Division Office, (Secretariat only)



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Schedule	Activity/Output	Venue
April 22, 2024	Posting of Selection Line-Up	Division Office
April 29 – May 10, 2024	Document Deliberation/ Demonstration Teaching	Division Office (Screening Committee)
May 14, 2024	Teacher's Reflection	El Salvador City CS Covered Court (Applicants)
May 15, 2024	Finalizing of scores and meeting with screening Committee	Division Office (Screening Committee and Secretariat)
May 15, 2024	Submission of Comparative Assessment Report	Division Office (Secretariat)

- 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.
- 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. 2024

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.