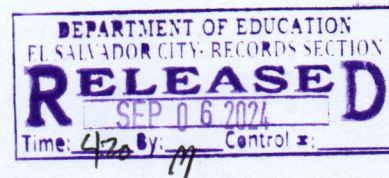




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



06 Sep 2024

DIVISION MEMORANDUM
No. 346, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
SPECIAL SCIENCE TEACHER I**

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 Special Science Teacher I position in the Senior High School Level, until **September 20, 2024, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	Item No.	Station Assignment
Special Science Teacher I	OSEC-DECSB-SPST1-663499-2017	Senior High School
	OSEC-DECSB-SPST1-663497-2017	

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's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by the DOST as priority S&T courses.
- b. *Training*: None required
- c. *Experience*: None required
- d. *Eligibility*: R.A. 1080 (Teacher) Secondary; if not RA1080 eligible, they must pass the LET within five (5) years after the date of first hiring



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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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. DOST Scholars deployed in the Junior High School are given priority to apply in the Vacant Special Science Teacher vacancy.
5. 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 2024-SHS-SST1A_Full Name (e.g. 2024-SHS-SST1A_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)





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

Role	Main
Chairperson	Conniebel C. Nistal, ASDS
Members	Rolly B. Labis, Chief SGOD
	Jeffrey M. Martinez, Admin Officer V
	Felanie Marie A. Lim, HRMO II
	Marivic S. Torres, Principal I
	Marie Jade A. Cacayan, EPSvr
Jessica C. Micabalo, Master Teacher I	
Secretariat	Randy Rhys U. Capistrano, ADAS III

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
Until September 20, 2024, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
September 25, 2024	Initial Evaluation	IER Committee
September 27, 2024	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
TBA	Interview and Final Deliberation	HRMPSB & Applicants
TBA	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. 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.
9. 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.
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 to DepEd Memorandum No. ____s., 2024

DUTIES AND RESPONSIBILITIES OF SPECIAL SCIENCE TEACHER I

1. **Teaching Learning Process:** Prepared lesson daily logs of activities including appropriate, adequate and updated instructional materials within the rating period.
2. **Learners' Outcome:** Monitored, evaluated and maintained pupils progress within the rating period.
3. **Community Involvement:** Conducted periodic PTA meetings/conferences. Visited parents of students needing academic monitoring/ follow-up within the rating period.
4. **Professional Growth and Development:** Produced publication / creative work/instructional materials for school paper/division publication within the target date.



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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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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.