

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

18 Oct 2024

DIVISION MEMORANDUM
 No. 415, s. 2024

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

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

- This Office announces the call for the submission of Applications for Teacher II (Senior High School) positions, until **October 25, 2024, 5:00 PM**. Teachers from the Junior High School Level are invited to apply. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	Item No.
Teacher II	OSEC-DECSB-TCH2-660463-2017
	OSEC-DECSB-TCH2-660867-2016
	OSEC-DECSB-TCH2-660458-2017
	OSEC-DECSB-TCH2-660334-2023

- The ranking shall abide with the guidelines:

Criteria	Reference
Qualification Standards (QS)	DepEd Order No. 3, s. 2016 and DepEd Order No. 51, s. 2017
Evaluation Criteria and Computation of Points	DepEd Order No. 3, s. 2016
Procedures	DepEd Order No. 66, s. 2007

- The following qualification standards shall be considered:

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;



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. *Core Skills:* Oral Communication, Written Communication and Computer/ICT Skills

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
TEACHER III (SENIOR HIGH SCHOOL)	TVL	Bachelor's degree holder; or completion of technical-vocational course(s) in the area of specialization	At least NC* II + TMC** I *Appropriate to the specialization	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





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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, as enumerated below:

VACANT POSITION	PRESCRIBED FILE NAME	SAMPLE FILE NAME
TEACHER II (SHS)	2024-SHS-TRACK-TCH2D_Full Name	2024-SHS-ACAD-TCH2D_Juan D. Cruz 2024-SHS-TVL-TCH2D_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
 - 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. For post graduate units, Certification of units earned, duly authenticated/ certified by the university/ school registrar;
 - g. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable
 - h. Photocopy of Certificates of Training if applicable
 - i. 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. All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Accomplishments, innovations, researches, Trainings, Authorships).
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.





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


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
	Roque R. Sabasaje, EPSvr
	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 October 25, 2024, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
October 29, 2024	Initial Evaluation	IER Committee
November 5, 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. 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.

9. 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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Attachment No. _____ to Division Memorandum No. _____, s. 2024

DUTIES AND RESPONSIBILITIES OF TEACHER I-III

Source: RPMS Tools for Proficient Teachers

DUTIES AND RESPONSIBILITIES	
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 (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.