

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

1. 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		

2. The ranking shall abide with the guidelines:

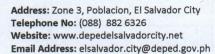
Criteria	Reference		
Qualification Standards	DepEd Order No. 3, s. 2016 and		
(QS)	DepEd Order No. 51, s. 2017		
Evaluation Criteria and	DepEd Order No. 3, s. 2016		
Computation of Points	Deped Order No. 5, 8. 2010		
Procedures	DepEd Order No. 66, s. 2007		

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;











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

Prescribed Qualifications

VAC	Prescribed Qualifications VACANT QUALIFICATION STANDARDS				
POSITION		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); It 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):









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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	2024-SHS-TRACK-	2024-SHS-ACAD-TCH2D_Juan D. Cruz
(SHS)	TCH2D_Full Name	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.depedelsalvadoricty.net (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.



Address: Zone 3, Poblacion, El Salvador City Transforming Schools, Telephone No: (088) 882 6326 Forging Partners Website: www.depedelsalvadorcity.net Email Address: elsalvador.city@deped.gov.ph





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

Role	Main	
Chairperson	irperson 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,	Submission of	Applicants and	
2024, 5:00PM	Application Documents	HRMPSB Secretariat	
October 29, 2024	Initial Evaluation	IER Committee	
November 5, 2024	Posting of Selection Line-	HRMO & HRMPSB	
	Up	Secretariat	
TBA	Interview and Final	HRMPSB & Applicants	
	Deliberation		
TBA	Submission of	HRMPSB	
	Comparative Assessment		
	Report w/ attachments		

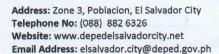
- 8. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, 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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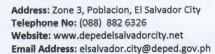
Attachment No. to Division Memorandum No. _____, s. 2024

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
1.1	practice
14.	Developed a personal improvement plan based on reflection of one's
1.5	practice and ongoing professional learning
15.	
	teaching-learning process









CHECKLIST OF REQUIREMENTS

Iame of Applicant:	Application Code:		
osition Applied For:	application code.		ompagade and a sub-incompt.
ffice of the Position Applied For:			
ontact Number:eligion:			
thnicity:			
erson with Disability: Yes () No ()			
olo Parent: Yes () No ()			
		Ver	ification
	Status of Submission	(To be filled-out by the HRMO/HR Office/sub-committee)	
Basic Documentary Requirement	(To be filled-out by the	Status of	
	applicant; Check if submitted)	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			At his transport year, and other his of the
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:			
Attested.			
Human Resource Management Officer			
OMNIBUS SWOR	N STATEMENT		
CERTIFICATION OF AUTHENTICITY AND VERACITY			
I hereby certify that all information above are true and correct, a		nowledge and belief,	and the documents
submitted herewith are original and/or certified true copies ther	eof.		
DATA PRIVACY CONSENT			
I hereby grant the Department of Education the right to collect a	and process my perso	onal information as st	tated above, for purpose
relevant to the recruitment, selection, and placement of personn laws, rules, and regulations being implemented by the Civil Serv		and for purposes of	compliance with the
laws, rules, and regulations being implemented by the civil being	ice commission.		
		Name and Sig	gnature of Applicant
Subscribed and sworn to before me this day of	vear		
oubscribed and sworn to before the dis day of	innerconductors year		

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.

Person Administering Oath