

Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

April 19, 2024

DIVISION MEMORANDUM

No. 221 s. 2024

RE-OPENING OF VACANCIES FOR TEACHER II AND TEACHER III (SECONDARY)

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Human Resource Merit Promotion and Selection Board
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

1. We are pleased to inform you that the following positions are now open to all interested qualified applicants:

No.	Position Title	Place of Assignment
1	Teacher III	Catanduanes National High School
2	Teacher II	Catanduanes National High School Mayngaway National High School

2. The CSC Prescribed Qualification Standards for the said positions (Salary Grade/Monthly Salary, Item No., Place of Assignment, Job Description of the above-cited positions, are shown in Enclosure No. 1.

3. Application letters, together with the following supporting documents for evaluation must be submitted to the Personnel Section through the Records Section **on or before 5:00PM of April 29, 2024**. To facilitate the evaluation process labels (index tabs) using a to k following the arrangement of the requirements as listed below):

- a. Letter of Intent addressed to the Head of Office
- b. Duly accomplished and notarized Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet (if applicable), you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma and Certificate of General Weighted Average (GWA) of Baccalaureate, including completion of graduate and post-graduate units/degrees, if available;



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- 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 Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 (Annex C) bit.ly/Annex_C

4. All interested qualified applicants must have their documents received at the Records Section in color-coded folders:

TEACHER III	Blue
TEACHER II	Yellow

5. Applicants who failed to submit complete mandatory documents (items 3a to 3j) on the set deadline shall not be included in the pool of official applicants. Further, an application submitted after 5PM on the set deadline shall be considered late but it will still be accepted, and shall be considered in the next vacancy/evaluation of position subject to the guidelines as provided in DepEd Order No. 7, s. 2023.

6. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.

7. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement item 3j, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

8. This Office shall adopt an Open Ranking System and documents will be evaluated using DepEd Order No. 66, s. 2007, copy enclosed.

9. An internal applicants occupying a position considered next-in-rank shall not be automatically included in the pool of official applicants and shall not be exempted from the submission of documentary requirements listed in item No. 3.

10. Notice of Initial Evaluation Result for Qualified and Disqualified applicants will be notified through text or email.

11. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.

12. Any inquiries or protest shall be raised during the Open Ranking/Evaluation.



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13. Applicants may retrieve their documents 1 month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. They will be disposed properly three (3) months after the release of CAR.

14. This Office upholds Equal Employment Opportunity Principle: “that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.”

15. Persons with Disability applicants in need of assistance should notify the Human Resource Management office prior to the scheduled date of evaluation.

16. Copy of this memorandum can be downloaded from our DepEd website at www.depedrovcatanduanes.com.

17. The composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB) are:

Chairperson: Cecile C. Ferro	
Members	Alternates
Mary Jean S. Romero	Romel G. Petajen
Eva S. Tolentino	Cherie V. Perez
Marichelle B. Llave	Roma Angelee A. Soleybar
Jose D. Bonifacio	Salvador I. Flores
Amelia R. Eusebio (CNHS)	Michelle S. Adelante (CNHS)
Ronald R. Refre (Mayngaway NHS)	Jeffrey P. Clavo (Mayngaway NHS)



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18. Below is the timeline of activities:

ACTIVITIES	TEACHER III	TEACHER II
Pre-Orientation of Applicants Note: All interested qualified applicants shall request a link through this email: hrmorsp.ctd@deped.gov.ph	<u>April 26, 2024</u> <u>1:30PM-2:30AM</u>	
Deadline of Submission of Application	<u>April 29, 2024</u> Division Records Section	
Initial Evaluation of Documents	<u>May 3, 2024</u>	
Written Test	<u>May 6, 2024</u> 9:00AM – 10:00AM SDO Terrace	
Document Evaluation and Interview	<u>May 7, 2024</u> 8:30AM – 12:00NN SDO Terrace	<u>May 7, 2024</u> 1:00PM – 5:00PM SDO Terrace

17. For wide dissemination, guidance and strict compliance.


SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 7, s. 2023, Memorandum DM-OUHROD-2023-0922
Omnibus Clarification and Guidance on DepEd Order No. 007 s. 2023 and
Other Matters On Hiring Arrangements of Teachers, DepEd Order No. 3 s.
2016 and DepEd Order No 66, s. 2007

To be indicated in the Perpetual Index
Under the following subjects:

EVALUATION EMPLOYMENT
HIRING



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ENCLOSURE NO. 1

POSITION PROFILE

Position: Teacher III		Salary Grade: 13
Monthly Salary: Php 31,320.00		Place of Assignment/s: CNHS
Item No. OSEC-DECSB-TCH3-390491-2018 OSEC-DECSB-TCH3-390492-2018		No. of Vacancy/ies: Two (2)
QUALIFICATION STANDARDS		
Education	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in education	
Experience	One year relevant experience	
Training	None required	
Eligibility	RA 1080 (Teacher)	
JOB DESCRIPTION		
<ul style="list-style-type: none"> • Teaches or more grades/levels using appropriate and innovative teaching strategies • Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials • Monitors and evaluates pupils/students' progress • Undertakes activities to improve performance indicators • Maintains updated pupils/students progress regularly • Supervises curricular and co-curricular projects and activities • Maintains updated pupil/student school records • Counsels and guides pupils/students • Supports activities of governmental and non-governmental organizations • Conducts Action Plan • Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere • Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders • Does related work 		



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




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POSITION PROFILE

Position: Teacher II	Salary Grade: 12
Monthly Salary: Php 29,165.00	Place of Assignment/s: CNHS Mayngaway NHS
Item No. OSEC-DECSB-TCH2-399648-1998 OSEC-DECSB-TCH2-390113-2009 OSEC-DECSB-TCH2-390575-2021	No. of Vacancy/ies: Three (3)
QUALIFICATION STANDARDS	
Education	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in education
Experience	One year relevant experience
Training	None required
Eligibility	RA 1080 (Teacher)
JOB DESCRIPTION	
<ul style="list-style-type: none"> • Teaches or more grades/levels using appropriate and innovative teaching strategies • Facilitates learning in the elementary/secondary schools through functional lesson plans (for new teachers up to 3 years) Daily Log (for teachers teaching 4 years and above) of activities and appropriate, adequate and updated instructional materials • Monitors and evaluates pupils/students' progress • Undertakes activities to improve performance indicators • Maintains updated pupils/students progress regularly • Supervises curricular and co-curricular projects and activities • Maintains updated pupil/student school records • Counsels and guides pupils/students • Supports activities of governmental and non-governmental organizations • Conducts Action Plan • Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere • Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders • Does related work 	



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ENCLOSURE NO. 2

III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

TEACHING AND RELATED TEACHING GROUP

CRITERIA	POINTS
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

A. Performance Rating

The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least *Very Satisfactory*.

B. Experience

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments

- a. Outstanding Employee Award
 - Awardee in the school
 - Nomination in the division/awardee in the district
 - Nomination in the region/awardee in the division
 - Nomination in the Department/awardee in the region
 - National awardee

- b. Innovations

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

 - Conceptualized
 - Started the implementation
 - Fully implemented in the school
 - Adopted in the district
 - Adopted in the division

- c. Research and Development Projects
 - Action research conducted in the school level
 - Action research conducted in the district level
 - Action research conducted in the division level

- d. Publication/Authorship
 - Articles published in a journal/newspaper/magazine of wide circulation
 - Co-authorship of a book
(shall be divided by the number of authors)
 - Sole authorship of a book



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e. Consultant/Resource Speaker in Trainings/Seminars/
Workshops/Symposia

- District level
- Division level
- Regional level
- National level
- International level

D. Education and Training

a. Education

- Complete Academic Requirements for Master's Degree
- Master's Degree
- Complete Academic Requirements for Doctoral Degree
- Doctoral Degree

b. Training

Participant in a specialized training

e.g. Scholarship Programs, Short Courses, Study Grants

Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:

- District Level
- Division Level
- Regional Level

Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:

- National Level
- International Level

Chair/Co-chair in a technical/planning committee

- District Level
- Division Level
- Regional Level
- National Level
- International Level

E. Potential

This refers to the capacity and ability of a candidate to assume the duties of the position to be filled up and those of higher level.

The Personnel Selection Board/Committee (PSB/C) shall determine the potentials of the candidate based on each of the following components:

1. Communication Skills

Speaks and writes effectively in Filipino and English.

2. Ability to Present Ideas

Presents well-organized and precise ideas with marked command of the language used.



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3. Alertness
Manifests presence of mind and awareness of the environment.
4. Judgment
Demonstrates sound judgment.
5. Leadership Ability
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

a. Human Relations

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors
4. Observes proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level

b. Decisiveness

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible
5. Exercises flexibility

c. Stress Tolerance

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work.
3. Controls negative manifestations of emotions.
4. Performs satisfactorily his duties and functions in a tension-laden situation.
5. Channels negative emotions to positive and constructive endeavors.



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ENCLOSURE NO. 3

Annex C

Checklist of Requirements

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: N/A
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant, Check if submitted)	Verification (To be filled-out by the HUMAN HR Officer/ sub-committee)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the Head of Office, or to the 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 Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable (Note: 3 years performance rating for promotion to Teacher II and Teacher III)			
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:			
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 compliance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (Electronic documents shall have the legal effect, validity or enforceability as any other document or hard writing and if (where 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.



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