

Department of Education

REGION V

TIME SCHOOLS DIVISION OFFICE OF CATANDUANES

April 25, 2024

DIVISION MEMORANDUM

No. 246 s. 2024

ANNOUNCEMNET OF VACANCIES FOR TEACHER II (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

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 II	Agban National High School	

- The CSC Prescribed Qualification Standards for the said positions (Salary Grade/Monthly Salary, Item No., Place of Assignment, Job Description of the abovecited positions, are shown in Enclosure No. 1.
- Application letters, together with the following supporting documents for 3. evaluation must be submitted to the Personnel Section through the Records Section on or before 5:00PM of May 6, 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;
 - 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;









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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:

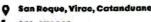
TEACHER II	Yellow

- 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.
- 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.
- 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.











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- 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	
Jenylin I. Taopo	Jorge E. Tejada	

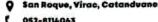
18. Below is the timeline of activities:

ACTIVITES	TEACHER II	
Pre-Orientation of Applicants Note: All interested qualified applicants shall request a link through this email: hrmorsp.ctd@deped.gov.ph	April 30, 2024 1:30PM-2:30AM	
Deadline of Submission of Application	May 6, 2024 Division Records Section	
Initial Evaluation of Documents	May 14, 2024	
Written Test	<u>May 15, 2024</u> 9:00AM – 10:00AM SDO Terrace	
Document Evaluation and Interview	May 16, 2024 1:00PM – 5:00PM SDO Terrace	











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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 <u>Perpetual Index</u>
Under the following subjects:

EVALUATION EMPLOYMENT HIRING









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ENCLOSURE NO. 1

POSITION PROFILE

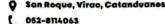
Position: Teacher II		Salary Grade: 12		
Monthly Salary: Pl	np 29,165.00	Place of Assignment/s: Agban National High School		
Item No. OSEC-DECSB-TCH3-390455-2014		No. of Vacancy/ies: 1 (One)		
QUALIFICATION S				
Education	Bachelor of Seco	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in education		
Experience		One year relevant experience		
Training	None required			
Eligibility		RA 1080 (Teacher)		
JOB DESCRIPTION				

- 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	20		
(Meritorious Accomplishments) 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

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

- 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:

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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- Alertness
 - Manifests presence of mind and awareness of the environment.
- 4. Judgment
 - Demonstrates sound judgment.
- 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

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

b. Decisiveness

- Thinks logically and acts accordingly
- 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
- Exercises flexibility

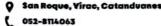
c. Stress Tolerance

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















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7	Checklist of R	eculrements		Annes
		Application Code: _		
sition Mice:	Applied For:	Application Code, _		
ntact	Number:			
thnicit	y: N/A			
	with Disability: Yes () No () ent: Yes () No ()			
			Ver	ification
		Status of Submission	(To be filled-out by the HERMOJIE Office) out-committee	
	Basic Documentary Requirement	(To be filled-red by the applicant, Check if submissed	Status of Submission Check y completed	Remarks
	ter of intent addressed to the Head of Office, or to the			
hig	hest human resource officer ly accomplished Personal Data Sheet (PDS)			
(CS	Form No. 212, Revised 2017) and Work Experience Sheet,			
	otocopy of valid and updated PRC License/ID, if applicable			
	otocopy of Certificate of Eligibility/Report of Rating, if plicable		The second second second	
e. Ph	otocopy of acholastic/academic record such as but not tited to Transcript of Records (TOR) and Diploma, including apletion of graduate and post-graduate units/degrees, if			
e Dh	at account of Certificate/a of Training, if applicable			
4	otocopy of Certificate of Employment, Contract of Service, or ly signed Service Record, whichever is/arc applicable			
	otocopy of latest appointment, if applicable tocopy of the Performance Rating/s in the last rating period(s) covering			
	(1) years performance rating for promotion to Teacher II and Teacher III) te: 3 years performance rating for promotion to Teacher II and Teacher III)			,
the	ecklist of Requirements and Omnibus Sworn Statement on Certification on the Authenticity and Veracity (CAV) of the Suments submitted and Data Privacy Consent Form			
77 73	ner documents as may be required for comparative			
Me Acc Les	ans of Verification (MOVs) showing Outstanding complishments, Application of Education, and Application of rming and Development reckoned from the date of last			
Pho	tocopy of Performance Rating obtained from the relevant			
rele	vant to the position to be filled			
Atte	ested:			
	Human Resource Management Officer			
	OMNIBUS SWORE	STATEMENT		
	TIPICATION OF AUTHENTICITY AND VERACITY			
I he	reby certify that all information above are true and correct, a nitted herewith are original and/or certified true copies ther	and of my personal k wof.	nowledge and belief,	and the documents
DAT	A PRIVACY CONSENT			
I her	ceby grant the Department of Education the right to collect a coses relevant to the recruitment, selection, and placement of the laws, rules, and regulations being implemented by the	of personnel of the D	epartment and for pu	
			Name and Sign	nature of Applicant
	Andreas in the second		trame and Sign	active of applicant
Subs	cribed and sworn to before me this day of	, year	•	
	·		erson Administering	Onk
	L	A CONTRACT OF STREET, SEC. STREET, SEC. SEC. SEC. SEC. SEC. SEC. SEC. SEC.	the same same same same	Wath











