



Republic of the Philippines
Department of Education
 REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

DEPED DIVISION OF CATANDUANES
 RECORDS SECTION
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11 August 2023

DIVISION MEMORANDUM

No. 313 s. 2023

ANNOUNCEMENT OF VACANCIES AND ANTICIPATED VACANCIES

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

1. This Office hereby announces the vacancies and anticipated vacancies for the following positions. All interested qualified applicants shall submit documents in a folder (with tabbing and name of document, following the arrangement of the requirements as listed in 4.9) and should be stamped "received" at the Records Section and submit to Human Resource Management Office.

Position Title	Salary Grade	Monthly Salary	Place of Assignment	Deadline of Submission
School Principal II	20	Php57,347.00	San Andres Vocational School	Not later than 5PM of August 23, 2023
School Principal I	19	Php51,357.00	Cabcab National High School	
Teacher II (Academic Track)	12	Php29,165.00	Senior High School	
Security Guard I	3	Php14,678.00	Elementary	Not later than 5PM of August 24, 2023
Accountant I	12	Php 29,165.00	<ul style="list-style-type: none"> Pandan School of Arts & Trades Caramoran RDHS 	
Master Teacher I (TLE)	18	Php46,725.00	<ul style="list-style-type: none"> Caramoran School of Fisheries Pandan School of Arts & Trades 	

2. Applicants who failed to submit complete mandatory documents (Enclosure 4.9 A to J) 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.

3. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Enclosure 4.9 J), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

4. Enclosed to this Memorandum are the following:
- 4.1 Qualification Standards for the vacant positions
 - 4.2 List of documents to be submitted



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- 4.3 List of documents to be submitted for Master Teacher
- 4.4 Criteria & Point System for Hiring & Promotion to School Administration Positions
- 4.5 Criteria & Point System for Hiring & Promotion to Non-Teaching Positions
- 4.6 Criteria and Point System for Master Teacher position
- 4.7 Criteria and Point System for Promotion to Teacher II (Senior High School)
- 4.8 Job Description of the vacant positions
- 4.9 Checklist of Requirements (Annex C) with link bit.ly/Annex_C

5. Schedule of evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation.

6. 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.”

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

8. 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, DepEd Order No. 39, s. 2007, MEC Order No. 10 s. 1979, CSC MC No. 10 s. 2005, CSC Revised Qualification Standards (Revised 1997), DECS Qualification Standards for Unique Positions – Revised 1995 and Memorandum DM-OUHROD-2023-0922 Omnibus Clarification and Guidance on DepEd Order No. 00007 s. 2023 and Other Matters On Hiring Arrangements of Teachers

To be indicated in the Perpetual Index

Under the following subjects:

EVALUATION EMPLOYMENT
HIRING

MBL/DM- Announcement of Vacancies and Anticipated Vacancies
____/August 11, 2023





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Enclosure No. 4.1

QUALIFICATION STANDARDS FOR THE VACANT POSITIONS

(Reference: DepEd Order No. 39, s. 2007, MEC Order No. 10 s. 1979, CSC MC No. 10, s. 2005, DepEd QS Manual for Unique Positions – Revised 1995, Qualification Standards Revised 1997)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
School Principal II	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours relevant training	RA 1080
School Principal I	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	40 hours relevant training	RA 1080
Teacher II (Academic Track)	12	2	Bachelor's degree with major in a 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
Security Guard I	3	2	High School Graduate	None required	None Required	Security Guard License (MC 11, S. -Cat. II)
Accountant I	12	2	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080
Master Teacher I	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional	HT for 2 years; or Teacher	24 hours of relevant training	RA 1080 (Teacher)



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			education units with appropriate field of specialization	for 5 years		
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Enclosure No. 4.2

LIST OF DOCUMENTS TO BE SUBMITTED

- a. Letter of Intent addressed to the Head of Office
- b. Duly accomplished 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, 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 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)
- k. Other documents but not limited to (Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development reckoned from the date of last issuance of appointment





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Enclosure No. 4.3

LIST OF DOCUMENTS TO BE SUBMITTED FOR MASTER TEACHER

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized, you may download the form at bit.ly/OmnibusCOAV
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet, you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of Last Approved Appointment
7. Certificate of In-Service Trainings/Seminars*
8. Certificate of Eligibility, Board Rating and PRC License
9. Performance Rating for the last three (3) rating periods (1 rating period is equivalent to 1 year)
10. Leadership, Potential and Accomplishments
 - A. Introduced any of the following which has been adopted or used by the school/district
 - i. Curriculum or instructional materials
 - ii. Effective Teaching technique/strategies
 - iii. Simplification of work as in reporting system record keeping, etc. or procedure that resulted in cost reduction
 - iv. A worthwhile income generating project for pupils given recognition by higher officials
 - B. Served as Subject Coordinator or grade chairman for at least one year or adviser of school publication or any special organization like dramatic club, glee club, etc. and discharged such assignment satisfactory for at least 2 years
 - C. Served as Chairman of a special committees such as curriculum study committee; committee to prepare school program and discharged the work efficiently
 - D. Initiated or Headed an educational research activity duly approved by educational authorities either for improvement of instruction or community development of teacher welfare activities
 - E. Coordinator of community project activity program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro industrial fairs, etc. for at least 2 years
 - F. Organized/managed as in-service activity or other similar activities at the school level
 - G. Credited with meritorious achievement
 - i. Trainor's or coach to contestant who received prizes commendation or any form of recognition
 - ii. Athletic coach of athletes or team who won first prize
 - iii. Coordinator of the Boy Scout or Girl Scout activities
 - H. Authorship
 - i. Sole Authorship
 - ii. Co-Authorship
 - iii. Article
 - I. Demonstration Teaching (Division Level)





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Enclosure No. 4.4

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO SCHOOL ADMINISTRATION POSITIONS

1. The assessment for School Administration positions shall be based on the following criteria:
 - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Qualification Standards (QS);
 - b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
 - c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
 - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
 - e. **Outstanding Accomplishments** acquired after the last promotion;
 - f. **Application of Education** acquired after the last promotion;
 - g. **Application of Learning and Development** acquired after the last promotion; and
 - h. **Potential** measured using other evaluative assessments.

2. Point system for evaluative assessment:

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application for Learning & Development	10
h. Potential (Written Exam, BEI)	15
Total	100





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Enclosure No. 4.5

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION NON-TEACHING POSITIONS

1. The assessment for Non-Teaching positions shall be based on the following criteria:
 - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Qualification Standards (QS);
 - b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
 - c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
 - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
 - e. **Outstanding Accomplishments** acquired after the last promotion;
 - f. **Application of Education** acquired after the last promotion;
 - g. **Application of Learning and Development** acquired after the last promotion; and
 - h. **Potential** measured using other evaluative assessments.
2. Point system for evaluative assessment:

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-23 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application for Learning & Development	-	10	10	10
h. Potential (Written Exam, BEI, Work Sample Test)	55	20	20	20
Total	100	100	100	100





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Enclosure No. 4.6

CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION MASTER TEACHER POSITIONS

	Maximum Number of Points
a. Introduced any of the following which has been adopted or used by the school or district	20 points for any one of the items
- Curriculum or instructional materials	
- Effective teaching techniques or strategies	
- Simplification of work as in reporting system, record keeping, etc., or procedures that resulted in cost reduction	
- A worthwhile income generating project for pupils given recognition by higher officials in the division	
b. Served as subject coordinator or grade chairman for at least one year; or as adviser of school publication or any special school organization like dramatic club, glee club, science club, etc. and discharged such assignment satisfactorily for at least two years provided such assignments or services are in addition to, and not considered part of, the regular teaching load	12 points
c. Served as chairman of a special committee, such as curriculum study committee; committee to prepare instructional materials; committee to prepare school program, and discharged the work efficiently	12 points
d. Initiated or headed an educational research activity duly approved by educational authorities, either for improvement of instruction, school development, or teacher welfare for participation as member of such activity (7 points)	12 points
e. Coordinator of community project or activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agricultural, industrial fairs, etc., for at least two years	12 points



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For participation as member of such activity
(7 points)

f. Organized/managed an in-service activity or other similar activities at least on the school level 12 points

g. Credited with meritorious achievements such as 10 points

(1) Trainer of or coach to contestants who receive prizes, commendations or any form of recognition:

National winner	10 pts.
Regional winner	5 pts.
Division winner	3 pts.

(2) Athletic coach of athletes or teams who won prizes as follows:

National level	10 pts.
Regional level	5 pts.
Provincial level	3 pts.
District level	1 pt.

(3) Coordinator of Boy Scout or Girl Scout activities:

National level	10 pts.
Regional level	5 pts.
Provincial level	3 pts.
District level	1 pt.

Authorship 10 points

(10 points for a book and 1 point for each article provided they are on education)

Sole Authorship	10 pts.
Co-authorship	5 pts.
Article	1 pt. per article

100 points





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Enclosure No. 4.7

CRITERIA AND POINT SYSTEM FOR PROMOTION TO TEACHER II (SENIOR HIGH SCHOOL)

VII. Evaluation Criteria and Computation of Points

Teacher applicants shall be evaluated according to the criteria detailed below. The Division Selection Committee, upon recommendation of the School Screening Committee, shall ensure that each applicant is evaluated based on his or her preferred SHS subject group.

CRITERIA	Academic and Core Subjects	TVL Groups IV-A, IV-B, IV-C and IV-D	Arts and Design Group V	Sports Group VI
	Groups I-A, I-B, I-C, I-D, II, III-A and III-B			
a. Education	20	15	15	15
b. Teaching/Industry/ Workplace Experience	15	20	20	20
c. Specialized Training	10	20	15	15
d. Interview	15	15	15	15
e. English Communication Skills	10	5	5	5
f. Portfolio/Outstanding Achievements	10	10	15	15
g. Demonstration Teaching	20	15	15	15
TOTAL	100	100	100	100

- The same criteria shall apply to applicants without professional teaching license.
- Education - 20 points for applicants of the ACADEMIC track and CORE SUBJECTS; 15 points for applicants of the TVL, ARTS and DESIGN, and SPORTS track subjects**

2.1 Education shall be rated in terms of the applicant's academic achievement in his or her undergraduate studies. Thus, all subjects with corresponding units must be included in the computation. Rating of Education for all applicants shall be based on the percentage rating equivalents below.

Final Percentage Rating Obtained in Tertiary Education	Equivalent Points for Academic Track and Core Subject Applicants	Equivalent Points TVL, Arts and Design, and Sports Applicants
96.00 – 100.00	15.00	11.25
94.00 – 95.99	14.00	10.50
91.00 – 93.99	13.00	9.75
89.00 – 90.99	12.00	9.00
86.00 – 88.99	11.00	8.25
83.00 – 85.99	10.00	7.50
80.00 – 82.99	9.00	6.75
77.00 – 79.99	8.00	6.00
75.00 – 76.99	7.00	5.25
70.00 – 74.99	6.00	4.50
65.00 – 69.99	5.00	3.75
60.00 – 64.99	4.00	3.00





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- 2.2 A transmutation scheme shall be developed for applicants coming from schools with different grading systems.
- 2.3 Applicants for the **Academic Track and Core Subjects** who have completed 15 units of specialized subjects in the track/strand/subject being applied for shall be given +1 point while those who completed 18 units shall be given +2 points. Applicants who have completed the academic requirements for a Master's degree in the track/strand/subject being applied for shall be given +3 points, while applicants with a Master's degree in the track/strand/subject shall be given +5 points.
- 2.4 Applicants for the **Academic Track and Core Subjects** who have complete academic requirements for a Doctorate relevant to the track/strand/subject being applied for shall be given +6 points, while applicants with a Doctorate (PhD or EdD) relevant to the track/strand/subject shall be given +8 points.
- 2.5 Applicants for the **TVL, Arts and Design, and Sports track subjects** who have completed 15 units of specialized subjects relevant to the track/strand/subject being applied for shall be given +1 point while those who completed 18 units shall be given +2 points. Applicants who have completed the academic requirements for a Master's degree in the track/strand/subject being applied for shall be given +3 points, while applicants with a Master's degree in the track/strand/subject shall be given +4 points.
- 2.6 Applicants for the **TVL, Arts and Design, and Sports tracks** who have complete academic requirements for a Doctorate in the track/strand/subject being applied for shall be given +5 points, while applicants with a Doctorate (PhD or EdD) in the track/strand/subject shall be given +6 points.
- 2.7 If the points obtained by an applicant exceed the total number of points for the criterion, a perfect rating of 20 (for Academic Track and Core Subjects) or 15 (for TVL, Arts and Design, and Sports tracks) shall be given.

3. **Teaching/Industry/Workplace Experience – 15 points for applicants of the ACADEMIC TRACK and CORE SUBJECTS; 20 points for applicants of the TVL, ARTS and DESIGN, and SPORTS tracks**

At least one (1) year of professional experience in the field(s) under the track/strand/subject being applied for shall be given 0.50 point for every month of employment beginning on the 13th month of employment.

Example:

TVL applicant with two (2) years or (24 months) experience shall be given 6 points.

$$[(24 - 12) \times 0.50] = 6.0 \text{ points}$$





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4.1.2 For Sports applicants, certifications listed below shall be given +2 points each on top of the score obtained, not to exceed 15 points.

- a. Certified by the Red Cross in Standard First Aid and Basic Life Support-Cardiopulmonary Resuscitation (BLS-CPR)
- b. Certified Instructor in group or individual training (yoga, suspension training) by a reputable organization
- c. Certification from any respectable and highly regarded and international Physical Education, Health, Fitness, Sports, Recreation, and Dance associations or organizations (e.g. the National Sports Association, American College of Sports Medicine, National Strength and Conditioning Association, National Association for Sports Medicine, or the American Council on Exercise).

4.1.3 For applicants to schools located in indigenous peoples (IP) communities and/or serving IP learners, a certificate or any form of attestation from the IP elder(s)/leader(s) recognized by the community shall be accepted.

4.2 Rating of TVL applicants

TVL applicants must at least hold a National TVET Trainer Certificate (NTTC) from TESDA, which means:

- a. National Certificate (at least one level higher than course to be taught) in subject to be taught, and
- b. Trainers Methodology Certificate (TMC) I or II

The following points system shall be used for TVL applicants:

NC level requirement of course to be taught	NC level held by applicant			
	I	II	III	IV
I	0	18	19	20
II	0	0	19	20
III	0	0	0	20
IV	0	0	0	20

For courses that have no NC level higher, a maximum of 20 points shall be given to applicants who have the highest attainable NC level.

Holders of TMC I shall receive +3 points on top of the score obtained, while holders of TMC II shall receive +4 points.

Practitioners without NTTC and applicants for courses that have no National Certificates shall be rated and assessed through demonstration by industry partners or duly recognized TESDA Technology Institutions and/or Technical-Vocational Institutions (TVIs), with which the SDO shall partner.





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5. Interview – 15 points for applicants of ALL tracks

The Division Selection Committee shall interview applicants and ensure that all have equal opportunities to be assessed. Applicants shall be interviewed on topics such as:

- K to 12 Program/Senior High School
- Professional experience
- Instructional skills
- Technology/computer skills
- Classroom discipline
- Classroom management
- Knowledge of content/materials
- Planning skills
- Relationships with administration, staff, parents, and students
- Personal qualities

The Committee shall rate applicants from *Satisfactory (S)*, *Very Satisfactory (VS)*, to *Outstanding (O)*, using standards and equivalent points listed below for each of the three (3) listed competencies indicated thereafter.

Outstanding (O) 5 points	Very Satisfactory (VS) 3 points	Satisfactory (S) 1 point
<i>Applicant's response contained many, if not all, of the target behaviors. His/her responses indicate well-developed skills and aptitude for that competency, which would most likely lead to job success. The person's responses are of superior quality for this job.</i>	<i>Applicant's response covered some of the target behaviors, but not quite at the level that would be ideal for that competency. Still, the quality of the person's answers leads you to believe that he/she would be successful with some additional exposure and/or training.</i>	<i>Applicant's response contained very few of the target behaviors. Either the behaviors he/she discussed were not at, or even close to, the level indicated in the target behaviors, or the person did not give you enough information for you to have confidence that he/she has that competency at the level needed for success.</i>

The interview/interview questions should center on the following three competencies. Be guided by the indicators corresponding to each of the competencies:

<p>I. Teaching Ability: Demonstrates appropriate knowledge of content and pedagogy</p> <ul style="list-style-type: none"> • Conveys ideas and information clearly • Reflects on successes and failures • Provides reasonable examples of: <ul style="list-style-type: none"> - effective lesson-planning, instructional strategies, and/or student assessment - making content meaningful to students in the area - concrete, ambitious goals for student achievement - addressing the multiple and varied needs of students - maintaining high expectations for students when confronted with setbacks
<p>II. Classroom Management: Demonstrates ability to encourage positive student behavior and to deal effectively with negative student behavior</p> <ul style="list-style-type: none"> • Explains the accountability of the teacher for classroom environment and cultures • Discusses with deep understanding of unique/emerging needs of adolescent students and the potential challenges involved in teaching in senior high school students • Conveys willingness to try innovative or multiple strategies to address challenges





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- Provides reasonable examples of:
 - encouraging positive student behavior
 - dealing effectively with negative student behavior
 - strategies to deal with uncommon classroom management challenges

III. School Fit: Demonstrates skills and needs for development that can be a good fit with the school

- Interacts with interviewer in appropriate or professional manner
- Shows respect for the opinions of others
- Expresses personal and professional expectations and/or preferences that are in line with the school culture
- Shows appreciation of how families impact student performance
- Provides reasonable examples of:
 - strategies for creating positive relationships with administrators, faculty, students
 - Interests and skills that match the school's culture and needs

The number of points attained for each of the three (3) listed competencies (*Teaching Ability, Classroom Management, School Fit*) shall be added to get the Interview rating.

6. English Communication Skills – 10 points for applicants of the ACADEMIC track and CORE SUBJECTS; and 5 points for the TVL, ARTS and DESIGN, and SPORTS tracks subjects

English communication skills will be measured through the English Proficiency Test (EPT) which shall be administered to applicants by the Bureau of Education Assessment (BEA). The respective Division Testing Coordinators shall coordinate with BEA regarding the conduct and schedule of the exam in their division, which should ideally be within December to January.

The total percentage score obtained by an applicant shall be multiplied by the weight points, as follows:

Example:	Percentage Score	=	82% or 0.82
	Weighted Points	=	10 for Academic Track and Core Subject applicants
		=	5 for TVL, Arts and Design, and Sports track applicants
	Rating	=	0.82 x 10 = 8.2 points for Academic Track and Core subject applicants
		=	0.82 x 5 = 4.1 points for TVL, Arts and Design, and Sports track applicants





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7. Portfolio / Outstanding Achievements – 10 points for CORE SUBJECTS, ACADEMIC and TVL tracks subjects; 15 points for ARTS and DESIGN and SPORTS tracks subjects

Submission of portfolio and/or outstanding achievements/accomplishments is encouraged. These may include but are not limited to the following:

SUBMISSION CATEGORIES (relevant to field/specialization applying for)	POINTING SYSTEM (max. of 10 pts.)		
	Subnational Level	National Level	International Level
• Published work	1 pt. each	2 pts. each	5 pts. each
• Recognized Innovations and Accomplishments in Research and Development	1 pt. each	2 pts. each	3 pts. each
• Prizes, Awards, Recognitions, Letters of Commendation for <ul style="list-style-type: none">○ theses or major academic papers○ exemplary performance○ work and/or academic projects	1 pt. each	2 pts. each	3 pts. each

If the applicant exceeds 10 points upon computation of two or more submissions, a perfect rating of 10 shall be given.

ARTS and DESIGN applicants may also submit the pieces listed below, as applicable and related to the subject being applied for. These shall be rated and assessed by the SDO's industry partner specializing in Arts and Design. However, only a maximum total of five (5) points may be awarded for the following:

- Drawings from direct observation (still lifes, figure drawings, landscapes, etc.)
- 2D media: Design, drawing, painting, photography, printmaking, and mixed media
- Digital media: Computer animation, video, audio, interactive art, and Internet-based products
- Sculpture, ceramics, metalsmithing (photo)
- Typography, textiles, perspective, fashion drawings, product, furniture
- Performance, conceptual work, or other work not easy to categorize
- Series of video works that demonstrate conceptual and aesthetic development and technical competence. Submissions may not exceed a total of 10 minutes. Clips of different projects within this 10-minute limit may be included.
- Two- to three-minute video of best work
- Five-minute film the applicant has directed, written, produced, or significantly contributed. If necessary, it is acceptable to include multiple clips of different projects within the five-minute limit.
- Resume listing all productions in which applicant has been involved, and when and where it was produced





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- Audio and/or visual recording of performance
- Novel, poem, drama, short story, novella, myth, graphic novel, non-fiction biography/autobiography, essay, narrative nonfiction, speech, textbook, and other literary subgenres and forms not listed

Practitioners/experts applying for teaching positions in any track may also submit the following:

SUBMISSION CATEGORIES	POINTING SYSTEM (max. of 5 pts.)		
	Subnational Level	National Level	International Level
• Government-issued business permit(s), if self-employed	2 pts.		
• Certificate(s) or proof of proficiency issued by a duly-recognized body, including guilds and sports organizations	1 pt.	2 pts.	3 pts.
• Certificate(s) of recognition from a duly-recognized body including guilds and sports organizations	2 pts.	3 pts.	4 pts.
• Certificate(s) of accreditation from a duly-recognized body including guilds and sports organizations	3 pts.	4 pts.	5 pts.

8. Demonstration Teaching – 20 points for ACADEMIC and CORE SUBJECTS; 15 points for TVL, ARTS and DESIGN, SPORTS track subjects

Applicants shall be evaluated according to the rubrics indicated on pages 16 to 21.

(Refer to DepEd Order No. 3 s. 2016 pages 16-21)





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JOB DESCRIPTION OF THE VACANT POSITIONS

Position	Duties and Function
School Principal II and School Principal I	<ul style="list-style-type: none">• Supervises and directs all school teaching and non-teaching personnel• Manages instructional system• Sets up goals and objectives• Leads and implements educational programs• Organizes and conducts INSETs• Promotes and coordinates services for the holistic development of school personnel and pupils• Directs, coordinates and manages school funds according to prioritized needs• Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.)• Requests and distributes instructional materials• Initiates and compiles teachers' professional documents in portfolios• Practices equitable distribution of teaching loads and observes teacher-learner ratio• Inspects regularly Daily Lesson Logs (DLL)• Monitors teachers upkeep of students records• Provides EPA compliant accommodation to learners amidst shortages• Prepares/consolidates reports• Rates all school personnel performance and recommends promotion• Creates committee to assess learning outcomes• Establishes linkages with stakeholders• Ensures compliance to existing laws, policies and orders of fund raising projects for the school• Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists• Formulates intervention programs/innovations for learners development• Organizes special classes for learners with special needs• Meets parents regularly to confer/inform about school accomplishments• Determines the strengths, weaknesses, opportunities and threats of the school• Designs programs with stakeholders to address school needs• Recognizes accomplishments of stakeholder's• Promotes welfare of stakeholders'• Mediates and ensures resolution of conflicts in school• Formulates school policies with stakeholders• Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)• Promotes school discipline with stakeholders <p>Leads the preparation of SIP/AIP and ensures participation of stakeholders</p>



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<p>Teacher II (Academic Track)</p>	<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
<p>Security Guard I</p>	<ul style="list-style-type: none"> • Serves as security personnel • Protects the DepEd officials and employees • Serves as back-up driver and close-in security of DepEd high ranking officials • Supervises the guarding activities of the contracted security agency • Safeguards and protects buildings, properties, equipment, supplies, and cargos • Accosts suspicious persons and reports unusual happenings and incidents • Investigates offenses and violations and prepares reports for submission to immediate officers • Maintains proper decorum and courtesy to all incoming and outgoing employees and guests • Maintains peace and order within the vicinity • Conducts routinary inspection to all posted guards • Issues gate passes • Conducts guard mounting to all incoming guards • Performs routinary inspection • Enforces DepEd security measures • Assists in the conduct of emergency response • Establishes rapport with other agencies and nearby communities • Performs coordination work relative to security measures • Operates and maintains security equipment (CCTV)
<p>Accountant I</p>	<ul style="list-style-type: none"> • Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations. • Checks the accuracy, validity and appropriateness of income and expenditure transactions.



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	<ul style="list-style-type: none">• Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.• Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.• Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.• Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. <p>Reviews the financial statements and related schedules.</p>
Master Teacher I	<ul style="list-style-type: none">• Attends professional meetings, in-service trainings and related activities for self-growth and advancement.• Prepares daily logs and visual aids related to the lesson.• Conducts remedial episodes classes for slow learners• Updates parents on children's progress and problems through dialogues, conferences and PTA meetings• Assists the guidance counselor in handling students with problems• Gets involved in community and civic-organization activities.• Maintains harmonious relationships with superiors, students, local and public officials and co-teachers.• Observes proper decorum• Conducts echo seminars for co-teachers.• Mentors co-teachers in content and skills difficulties• Helps in the proper and accurate dissemination/implementation of school policies.• Assists principals in instructional monitoring of teachers.• Guides co-teachers in the performance of duties and responsibilities• Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns• Initiates projects and programs that will enhance the curriculum and its delivery• Makes the needed instructional materials available to teachers and students• Assists school heads in class monitoring• Conducts in-depth studies or action researches on instructional problems• Coordinates with the grade chairman in disseminating information about school problems, awards, promotion• Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers• Monitors the maintenance of discipline between and among teachers and learners• Assists in designing capacity development programs for teachers• Serves as trainer in school-based INSET• Evaluates teacher-made tests and interpret results



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| | <ul style="list-style-type: none">• Checks regularly lesson plans of teachers in the assigned grade/subject area• Carries regular teaching load for the grade/subject area Serves as a demonstration teacher |
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Enclosure No. 4.9

CHECKLIST OF REQUIREMENTS		Annex C	
Name of Applicant: _____		Application Code: _____	
Position Applied For: _____			
Office: _____			
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 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 Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, 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:			
Means of Verification (MOV) 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", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (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.