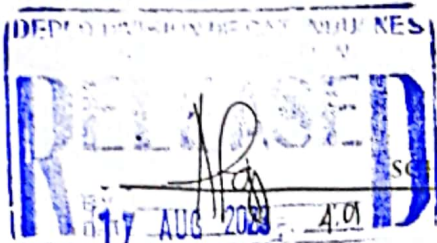




Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES



17 August 2023

DIVISION MEMORANDUM
 No. 322 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 4.8) 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
Head Teacher III (TLE)	16	39,672.00	Pandan School of Arts & Trades	Not later than 5PM of August 29, 2023
Senior Bookkeeper	9	21,211.00	Baras Rural Development High School	
Administrative Assistant II	8	19,744.00	Senior High School	
Administrative Assistant III (Senior Bookkeeper)	9	21,211.00	Office of the Schools Division Superintendent- Elementary	Not later than 5PM of August 30, 2023
Master Teacher II	19	51,357.00	<ul style="list-style-type: none"> • Panganiban District • San Andres East District 	
Master Teacher I	18	46,725.00	Panganiban District	

2. Applicants who failed to submit complete mandatory documents (Enclosure 4.8 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 4.8 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
- 4.3 List of documents to be submitted for Master Teacher Position





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- 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 & Point System for Hiring & Promotion to Master Teacher Positions
 - 4.7 Job Description of the vacant positions
 - 4.8 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, CSC MC No. 10 s. 2005, CSC Revised Qualification Standards (Revised 1997), DECS Qualification Standards for Unique Positions – Revised 1995, MEC Order No. 10 s. 1979 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
040 / August 17, 2023





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Enclosure No. 4.1

QUALIFICATION STANDARDS FOR THE VACANT POSITIONS

(Reference: DepEd Order No. 39, s. 2007, 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
Head Teacher III (TLE)	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)
Senior Bookkeeper	9	1	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant II	8	1	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	9	1	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Master Teacher II	19	2	Elementary Education or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours relevant training	RA 1080 (Teacher)
Master Teacher I	18	2	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)





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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) **bit.ly/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/Annex_C
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. Trainer'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 TO 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

CREDIT POINTS FOR LEADERSHIP, POTENTIAL AND ACCOMPLISHMENTS.

	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, community development or teacher welfare	12 points
For participation as member of such activity	(7 points)
e. Coordinator of community project or activity or of a program of another agency or coordination of a rural service improvement activity in a community such as feeding, nutrition, agricultural 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.

h. 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

400 points





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Enclosure No. 4.7

JOB DESCRIPTION OF THE VACANT POSITIONS

Head Teacher III	<ul style="list-style-type: none">• Supports School-Based Management (SBM)• Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)• Ensures adherence to DepEd Orders and other issuances• Assists in maintaining the school BEIS• Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card• Assists in implementing programs of the school• Assists in working for possible accreditation• Monitors the teaching-learning process• Evaluates learning outcomes• Recommends changes in policies affecting curriculum and instruction• Implements innovations and alternative delivery schemes• Localizes/indigenizes curriculum• Prepares specific budget and accounts for funds received• Maximizes the use of textbooks, references and other instructional materials• Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials• Coordinates with stakeholders on resource generation and mobilization• Motivates and supports teachers to attain peak performance through awards, recognition and incentives• Monitors teachers and master teachers• Recommends staffing requirements and assists in the selection and hiring of teachers• Conducts department-based training as a result of training needs analysis• Evaluate performance of teachers• Promotes harmonious working relationship among teachers• Promotes the corporate image of the Department of Education• Recommends promotion of teaching and non-teaching personnel• Establishes and ensures support and cooperation of stakeholders• Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies• Proposes plans and implements SB INSET• Prepares and submits monthly supervisory/accomplishment report
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<p>Administrative Assistant III/Senior Bookkeeper</p>	<p>Financial Records and Reports</p> <ul style="list-style-type: none"> • Ascertain that transactions have been properly recorded in books • Verify financial statements made by subordinate, verify the journal voucher • Prepares adjusting entries and journal vouchers • Prepares trial balances, monthly statements of income and expenditure and other financial statements; <p>Account Tracking</p> <ul style="list-style-type: none"> • Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports • Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records <p>Financial Transactions Recording Procedures</p> <ul style="list-style-type: none"> • Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. • Provides inputs for improvement of accounting section • Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.
<p>Administrative Assistant II</p>	<p>Assist the Senior Bookkeeper/School Head in the performance of the following:</p> <ul style="list-style-type: none"> • Preparation/maintenance of registries of allotment and obligations • Preparation of financial and accountability reports and maintenance of subsidiary ledgers • Preparation of liquidation of cash advances • Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.) • Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/Schools Division • Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances • Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant. <p>Budgeting System</p> <ul style="list-style-type: none"> • Assist in the conduct of orientations and workshops on the budgeting system • Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets





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	<ul style="list-style-type: none">• Provide clerical support in the preparation of budget proposals• Act as Liaison Officer to DBM, NEDA and other oversight bodies• Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)• Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p> <ul style="list-style-type: none">• Assist in gathering of data needed in the preparation of cost efficiency computations• Prepare data needed to approve obligation requests• Gather data needed to evaluate and prepare status report on budget utilization• Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports Gather data needed in the preparation of budget accountability reports</p>
<p>Master Teacher II and Master Teacher I</p>	<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





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	<ul style="list-style-type: none">• 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• Checks regularly lesson plans of teachers in the assigned grade/subject area• Carries regular teaching load for the grade/subject area <p>Serves as a demonstration teacher</p>
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Enclosure No. 4.8

Annex C

CHECKLIST OF REQUIREMENTS

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 (To be filled out by the applicant; Check if submitted)	Verification (To be filled out by the HRMG/HR Office/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 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 (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) (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.