



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

**UNNUMBERED MEMORANDUM:**  
OSDS-PER-UM-05-29-2023/MBL

**TO :** Public Schools District Supervisors, District Sub-Selection Committee, Administrative Officers and Teaching Personnel of the following districts:

1. Bato West District
2. Gigmoto District
3. San Miguel North District
4. Viga East District
5. Virac North District
6. Virac South District

**From :**   
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

**SUBJECT :** ANNOUNCEMENT OF VACANCIES FOR TEACHER II & TEACHER III POSITIONS (ELEMENTARY)

**DATE :** May 29, 2023

1. This is to announce the vacancies for Teacher II and Teacher III positions for the following schools. All interested qualified applicants are advised to submit their pertinent documents for assessment in accordance with the criteria as provided in DepED Order No. 66 s. 2007:

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Teacher III	13	Php31,320.00	Gigmoto District San Miguel North District Viga East District Virac South District
Teacher II	12	Php29,165.00	Virac North District Bato West District

2. Application documents (with tabbing and name of document, following the arrangement of the requirements as listed in Enclosure 7.2) must be submitted to the School Selection Sub Committee not later than June 8, 2023.





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3. Applicants who failed to submit complete mandatory documents (Enclosure 7.4 a to j) on the set deadline shall not be included in the pool of official applicants.
4. No additional documents shall be accepted after the deadline.
5. 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 7.4 j), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
6. To facilitate the selection process, the following schedule shall be observed:

Date	Activities	In-Charge
May 29-June 8, 2023	<ul style="list-style-type: none"><li>• Submission of application documents</li><li>• Assignment of application code</li></ul>	District Selection Sub-Committee
June 9-June 14, 2023	Initial Evaluation & Comparative Assessment of Applicants	
June 15, 2023	Submission of the following at the SDO- HRMO (soft and hard copies) <ol style="list-style-type: none"><li>1) Application Documents</li><li>2) Initial Evaluation Result (IER)</li><li>3) Comparative Assessment Result (CAR)</li><li>4) Other documents/forms used during the assessment</li></ol>	

7. Enclosed to this Memorandum are the following:
  - 7.1 Qualification Standards for the vacant positions
  - 7.2 List of documents to be submitted
  - 7.3 Job Description of the Vacant Positions
  - 7.4 Checklist of Requirements (Annex C)
- 8 For information, guidance and strict compliance.

MBL/Announcement of Vacancy.....  
645/May 29, 2023



Enclosure No 7.1

**QUALIFICATION STANDARDS FOR THE VACANT POSITIONS**  
(Reference: DepEd Qualification for Unique Positions-Revised 1995)

Position	Salary Grade	Level 1	Education	Experience	Training	Eligibility
Teacher II	12	2	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	1 year relevant experience	None required	RA 1080 (Teacher)
Teacher III	13	2	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	2 years relevant experience	None required	RA 1080 (Teacher)

**LIST OF DOCUMENTS TO BE SUBMITTED**

1. Letter of Intent addressed to the Head of Office
2. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet, you may download the form at [bit.ly/F212\\_PDS](http://bit.ly/F212_PDS) & [bit.ly/WES\\_PDS](http://bit.ly/WES_PDS)
3. Certificate of Eligibility, Board Rating/PRC License
4. Transcript of Records/Special Order
5. Updated Service Record or Certificate of Employment
6. Certificate of In-Service Trainings/Seminars\*
7. Performance Rating for the last three (3) rating periods
8. Omnibus Certification of Authenticity & Veracity of Documents duly notarized, you may download the form at [bit.ly/Annex\\_C](http://bit.ly/Annex_C)
9. Checklist of Requirements submitted
10. Copy of Last Approved Appointment
11. Copy of Designation in a form of an Office Memo/Order (government employees);
12. Outstanding Accomplishments\*
  - a. Outstanding Employee Award
    - i. With Certificate of Award  
\*The award-giving body or organizing committee must be recognized/endorsed by NEAP, CSC and DepED with special issuances
  - b. Innovation
    - i. with Innovation Project Proposal Manuscript
    - ii. Approval Sheet from the Review Committee
    - iii. Certificate of Completion signed by ASDS/SDS and issued by the Review Committee
    - iv. Memorandum or any proof on the Adoption and Implementation of the Innovation
  - c. Research & Development Projects- Action Research or Basic Research properly indorsed by the School/District Research Committee and approved by the latter following the Policy Guidelines stipulated in Division Memorandum No. 559 s. 2021
    - i. Research Proposal Manuscript
    - ii. Approval Sheet corroborated by the Research Committee
    - iii. Certificate of Completion signed by the Asst. Schools Division Superintendent
  - d. Publication/Authorship
    - i. original copy of the publication itself
    - ii. Certification from the publisher
  - e. Consultant/Resource Speaker in  
Trainings/Seminars/Workshop/Symposium\*
    - i. Letter of invitation/memorandum/program of activities
    - ii. Certificate of recognition/commendation
13. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
14. Chair/Co-Chair in a technical/planning committee, if any\*
15. Other documents relevant to the position applied for

**JOB DESCRIPTION OF THE VACANT POSITIONS**

<b>Teacher II and Teacher III</b>	<ul style="list-style-type: none"><li>• Teaches or more grades/levels using appropriate and innovative teaching strategies</li><li>• 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</li><li>• Monitors and evaluates pupils/students' progress</li><li>• Undertakes activities to improve performance indicators</li><li>• Maintains updated pupils/students progress regularly</li><li>• Supervises curricular and co-curricular projects and activities</li><li>• Maintains updated pupil/student school records</li><li>• Counsels and guides pupils/students</li><li>• Supports activities of governmental and non-governmental organizations</li><li>• Conducts Action Plan</li><li>• Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere</li><li>• Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders</li><li>• Does related work</li></ul>
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Position Applied For: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_

Application Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: N/A

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 HRMC/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 Rating/s 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) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.