



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JUN 13 2022

DIVISION MEMORANDUM

NO. 224, S.2022

**EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR
RECLASSIFICATION OF POSITION FOR HEAD TEACHER III
AND MASTER TEACHER I OF ST. FRANCIS NATIONAL
HIGH SCHOOL**

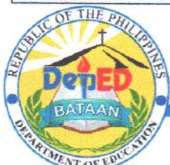
TO: Assistant Schools Division Superintendent
Division Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary, Junior and Senior High School Principals
All Others Concerned

1. This Office announces the conduct of the **EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR RECLASSIFICATION OF POSITION FOR HEAD TEACHER III AND MASTER TEACHER I OF ST. FRANCIS NATIONAL HIGH SCHOOL** on **July 7, 2022, 1:00 PM**, to wit:

POSITION TITLE	SG	PLACE OF ASSIGNMENT
Head Teacher III (MATH)	16	ST. FRANCIS NHS
MASTER TEACHER I (MATH)	18	
MASTER TEACHER I (ENGLISH)	18	
MASTER TEACHER I (FILIPINO)	18	

2. The qualification standards for the vacant teaching position for the above-mentioned item based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Head Teacher III	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher) PBET /LET
Master Teacher I	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major; and 18 units for a	3 years relevant experience	None required	RA 1080 (Teacher) PBET /LET



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2013110

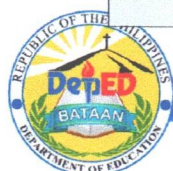


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	Master's degree in Education or its equivalent.			
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3. Likewise, the criteria in evaluating and ranking the qualified applicants for **Head Teacher III** per **DepEd Order No. 42, s. 2007** -The Revised Guidelines on the Selection, Promotion and Designation of School Heads and the criteria in evaluating and ranking the qualified applicants for **Master Teacher I** per **Mec Order 10, s. 1979** are as follows:

POSITION TITLE	CRITERIA	POINTS
Head Teacher III	A. Performance Rating	30 pts.
	B. Experience	10 pts.
	C. Outstanding Accomplishments	30 pts.
	D. Education and Training	20 pts.
	E. Potential	5 pts.
	F. Psychosocial Attributes and personality	pts.
	TOTAL	100 pts.
Mec Order 10, s. 1979		
Master Teacher I	A. Introduced any of the following which has been adopted or used by the school or district. (Curriculum or Instructional Materials, Effective Teaching Techniques or Strategies, Simplification of work as in reporting system, records keeping, etc. or procedures in cost reduction, A worthwhile Income Generating Project (IGP) for learners given recognition from higher official in the division	20 pts.
	B. Served as Subject Coordinator or Grade level chairman for at least one (1) year, or as adviser of school publication and not considered part of the regular teaching load	12 pts.
	C. Served as Chairman of a Special Committee such as Curriculum Study Committee to prepare Instructional Materials, Committee to prepare School Programs and discharged the work efficiently	12 pts.
	D. Initiated or headed an educational research duly approved by educational authorities	12 pts.
	E. Coordinator of community Project on activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fair, etc. for the least two (2) years	12 pts.



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	F. Organized/ managed as in-service activity or other similar activities at least in the school level	12 pts.
	G. Credited with Meritorious Achievements	10 pts.
	H. Authorship	10 pts.
	I. Demonstration Teaching	
	J. Potential	10 pts.
	TOTAL	100 pts.

4. The Human Resource Management Personnel Selection Board (HRM-PSB) shall composed of the following per Division Memorandum Number 496, s. 2021:

PERSONNEL SELECTION BOARD	
Chairperson	William Roderick R. Fallorin, ASDS
Alternate Chairperson	Andres C. Matawaran, EPS
Members:	
Administrative Officer V	Pilar C. Ignacio
Administrative Officer II	Marlyn F. De Guzman
President of the Local Association Union/ Non-Teaching Association/ Faculty association, as the case may be	JENELYN E. SIBAYAN, Principal Conrado P. Refuerzo Faculty President

5. Interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation gender identity and expression (SOGIE) regardless of civil and economic status, religious and political affiliation are encouraged to apply and should signify their interest in writing.

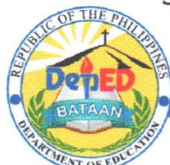
6. Further, applicants are required to submit online at **bit.ly/SDOBTN_ReclassHT_StFracisNHS_062022** for **Head Teacher** and **bit.ly/SDOBTN_RankingMT_StFrancisNHS_062022** for **Master Teacher**. Attach the following **SCANNED DOCUMENTS** on or before **July 1, 2022, 3:00 PM**:

6.1 Scanned copy of signed LETTER OF INTENT (LOI) stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to:

ROLAND M. FRONDA, EdD, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

6.2 Scanned copy of duly accomplished PERSONAL DATA SHEET (PDS) with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 212, Revised 2017) duly subscribed and sworn to before an authorized administering officer;

6.3 Scanned copy of signed WORK EXPERIENCE SHEET (CSC Form No. 212 – as Attachment to PDS) / SERVICE RECORD / CERTIFICATE OF EMPLOYMENT / CSC FORM 33;



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- 6.4 Scanned copy of AUTHENTICATED ELIGIBILITY (CSC, CESB, RA 1080, PD 907, etc.);
- 6.5 Scanned copy of TRANSCRIPT OF RECORDS;
- 6.6 Scanned copy of CERTIFICATE/S OF TRAINING participated within the last five (5) years relevant to the position applied for (if applicable);
- 6.7 Scanned copy of INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR) or its equivalent for the last three rating period (for applicants with work experience);
- 6.8 Notarized Omnibus Certification certifying the completeness, veracity, accuracy, and authenticity of all documents submitted; (See Enclosure 1) and
- 6.9 Other scanned documents as contained in DepEd Order No. 42, s. 2007.
- 6.9.1 Outstanding Employee Award
 - 6.9.2 Innovations
 - 6.9.3 Research and Development Projects
 - 6.9.4 Publication/Authorship
 - 6.9.5 Consultant/Resource Speaker in Trainings/ Seminars/ Workshops/ Symposia
- 6.10 (**Master Teacher I**) Other scanned documents as contained in MEC Order 10, s. 1979.
- 6.10.1 Introduced any of the following which has been adopted or used by the school or district. (Curriculum or Instructional Materials, Effective Teaching Techniques or Strategies, Simplification of work as in reporting system, records keeping, etc. or procedures in cost reduction, A worthwhile Income Generating Project (IGP) for learners given recognition from higher official in the division
 - 6.10.2 Served as Subject Coordinator or Grade level chairman for at least one (1) year, or as adviser of school publication and not considered part of the regular teaching load
 - 6.10.3 Served as Chairman of a Special Committee such as Curriculum Study Committee to prepare Instructional Materials, Committee to prepare School Programs and discharged the work efficiently
 - 6.10.4 Initiated or headed an educational research duly approved by educational authorities
 - 6.10.5 Coordinator of community Project on activity or of a program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro-industrial fair, etc. for the least two (2) years
 - 6.10.6 Organized/ managed as in-service activity or other similar activities at least in the school level
 - 6.10.7 Credited with Meritorious Achievements



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- 6.10.8 Authorship
6.10.9 Demonstration Teaching

7. Furthermore, applicants are required to submit all pertinent documents submitted through online submission (**Certified True Copy/Scanned Copy of the Original**) for evaluation on the **same date and time** as stipulated in previous paragraph and must be properly labelled folder (**Name and position applied**), organized inside the applicant's folder and should be sequentially segregated according to the items criteria set for each position applied for. Thus, no additional or new documents shall be accepted during the face-to-face deliberation and evaluation process and **NO WALK IN APPLICANTS** shall be accommodated. Applicants are enjoined to place their documents in a long-size envelope.

8. Certificates (employee awards, trainings, resource speakerships, research, innovations, and publications) and other documents (except service record and performance ratings) used or was given credit/points for a promotion shall not be used again in future ranking regardless of the nature or classification of the vacant position being applied for. Only Certificates issued on the date after the last promotion will be considered. Moreover, only certificates within the last FIVE (5) years will be credited encourage all employees in updating their personal and professional attributes and competencies.

9. Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered.

10. Qualified applicants are enjoined to strictly observe the date and time of the submission of pertinent documents relative to the filling up of the vacant positions. Also, **STRICT compliance to NO APPOINTMENT, NO TRANSACTIONS** (via DepEd Bataan FB Page, Messenger) shall be observed on the submission of Scanned/Photocopies of pertinent documents following the minimum health safety protocol of the agency.

11. Qualified applicants shall be notified **two (2) days prior to the conduct of ranking** via email or through SMS or call.

12. Also, qualified applicants must present the original copy of the documents/attachments to the HRM-PSB during the actual face-to-face evaluation and ranking. Inability to present any of these documents will lead to automatic disqualification.

13. The Human Resource Management Personnel Selection Board (HRM-PSB) reserves the right to suspend or terminate the hiring process for whatever reason or disqualify any and/or all applicants for failure to comply with the foregoing requirements and instructions without incurring liabilities against any of the applicant/s.

14. All expenses relative to the conduct of the evaluation and ranking process, including foods/snacks of the HRM-PSB are chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.



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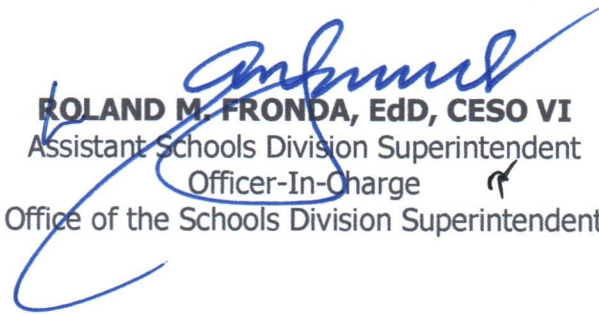


CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2003100

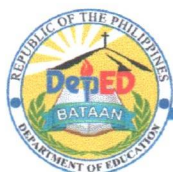


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15. Immediate and wide dissemination of this Memorandum is desired.


ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

CI2/acm



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100



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**Omnibus Certification of Authenticity and
Veracity of Documents**

I, _____, Filipino, of legal age,
with permanent address at _____,
after being sworn in accordance with law, hereby depose and state that:

1. I am applying for _____ Position with Salary Grade of ____ at

2. I have submitted the following documents:
 - 2.1. **LETTER OF INTENT (LOI)** stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to
 - 2.2. Duly accomplished **PERSONAL DATA SHEET (PDS)** with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 212, Revised 2017) duly subscribed and sworn to before an authorized administering officer;
 - 2.3. **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS);
 - 2.4. **AUTHENTICATED ELIGIBILITY** (CSC, CESB, RA 1080, PD 907, etc.);
 - 2.5. **TRANSCRIPT OF RECORDS**
 - 2.6. **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for (if applicable);
 - 2.7. **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)** or its equivalent for the last three rating period (for applicants with work experience);
 - 2.8. Other scanned documents as contained in DepEd Order No. 42, s. 2007.
 - 2.8.1. Outstanding Employee Award
 - 2.8.2. Innovations
 - 2.8.3. Research and Development Projects
 - 2.8.4. Publication/Authorship
 - 2.8.5. Consultant/Resource Speaker in Trainings/ Seminars/ Workshops/ Symposia
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001306



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4. By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education, Division of Bataan to verify the authenticity of the abovementioned documents.

(Signature over printed name of the Applicant)

PRC ID No. _____

Date Issued: _____

Expiry Date: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2022
at Balanga City, Bataan.

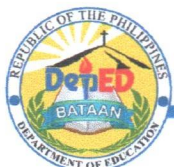
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Series of 2022



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